ABC Priority System

After you have written down all the things you need to do today, write the capital letter:

"**A**" to the left of the items on your list that have a high value

"**B**" for items that have medium value

"**C**" to the left of those items that have low value.

Items marked with an "A" should be your highest priority, they are probably the most urgent and important tasks to accomplish. Now, go through all of your A activities and assign a priority ranking with 1 being the highest priority. Now your list should contain A1, A2, A3 and so on. Do the same for the "B" activities. You don't have to do this for the "C"s. Remember, they are the lowest priority, and least important tasks to accomplish.

By focusing your planning and your energy on the activities which are time-critical and important, you will accomplish a great deal and feel more in control of your time and your activities.

Look at your weekly calendar and block out time for classes, studying, set meetings, time with fraternity brothers, and personal time. Know your most productive hours and don't forget to build in flexibility for the unexpected.

Remember, your ABCs may change over time. Today's "A" may become tomorrow's "C" while today's "C" becomes tomorrow's "A". Since you need to continually readjust your priorities, take some quiet time each day to develop your task list.

(Source: *How to Get Control of Your Time and Your Life* pp. 28-29)

Things to Do Today Worksheet

Priority level	Things to do today
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____