ABC TO-DO LIST

Time Management

Date: _____

A, B, or C?	✓	Specific Description of Activity
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Prioritize each item as either A, B, or C. Anything marked "A" is the most important and should be addressed first (e.g., Obtain and outline 4 journal articles for sociology research paper). The "B's" are of moderate importance although they may become "A's" in the future (e.g., Brainstorm topics for global business project). And the "C's" do not require immediate attention (e.g., Buy socks). Complete the "C's" only if you have completed the "A's" and "B's" first.