

“TO DO” PLANNER

List all tasks that need to be completed by you on a daily basis and the amount of time each one takes.

Activity	Time

List all tasks that need to be completed by you on a weekly basis and the amount of time each one takes.

Activity	Time

Creating Priority Groups

A useful method to determine your priorities is the ABC method. This is a process of simply placing each activity from your list into one of following three categories:

- ❖ Priority A - “Must do”: These are the critical items. Activities may fall into this category based on the fact that they are management directives, important customer requirements, have a significant deadline or are linked to a high impact.
- ❖ Priority B - “Should do”: These are items of medium value. Items in this category may contribute to improved performance but are not essential or do not have a critical deadline.
- ❖ Priority C - “Nice to do”: This is the lowest-value category. While interesting or fun, they could be eliminated, postponed or scheduled for quieter periods.

Utilising your daily and weekly task lists you created earlier, place each of these tasks into the appropriate A, B or C Category.

Category	Daily Tasks	Weekly Tasks
A		
B		
C		

What can you delegate?