



## Prioritized To Do list

- For information on Prioritized To Do lists, visit <u>www.mindtools.com/rs/prtodo</u>.
- For tips on time management, visit www.mindtools.com/rs/MTFS.

Task	<b>Priority (A-F)</b> (A=Very Important, F=Unimportant)

To learn more skills like this, subscribe to the free Mind Tools newsletter: http://www.mindtools.com/subscribe.htm.

© Copyright <u>Mind Tools Ltd</u>, 2006-2011. Please feel free to copy this sheet for your own use and to share with friends, co-workers or team members, just as long as you do not change it in any way.