

ACHIEVE MORE WITH TO-DO-LIST

- Prepare this the night before or beginning of the day
- Be realistic. Ensure the amount of time allocated is achievable
- Prioritise them
 - A – Must Do. Urgent and important
 - B – Should Do. Important but less urgent
 - C – Could Do. Not urgent can be done when A & B are completed
- State when during the day you will do it

MUST	Priority (A, B, C)	When to Do It
1		
2		
3		
4		
5		
WANT		
1		
2		
3		
4		
5		