

# Weekly To-Do List with the “ABC Method”

Step #1: List EVERYTHING you need to do this week in the box below:

This week, I need to...	
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Step #2: Prioritize your tasks using the ABC Method. Each task will have a different priority level depending on the day: A, B, or C. Place your to-do items into the corresponding boxes below for each day of the week.

Week Dates: _____	<b>“A” Items HIGH Priority</b> <small>Very important, critical items with close deadlines or high level of importance</small>	<b>“B” Items MEDIUM Priority</b> <small>Quite important over time, not as critical as A items, but still important to spend time on</small>	<b>“C” Items LOW Priority</b> <small>Not crucial at this time, low consequences if left undone at this moment.</small>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			