The ABC System for Setting Priorities

ASSIGNMENT: Use the ABC System for managing what you need to get done (academic and personal) for **five days**. Analyze and evaluate the strategy on a daily basis.

- 1. On the night before each day, make a list of everything you need to get done for the next day.
- 2. Assign a priority to each item on your list.

		Examples:
A	Urgent and important - MUST DO!	
		Examples:
В	Important but not urgent - Should Do	
		Examples:
С	Not important and not urgent - Could Do	

- 3. Schedule a time for all the A's on your list. B's and C's can be done at odd times during the day when you are between A tasks and don't have time to start a new A.
- 4. As you complete tasks, cross them off your list. Crossing off items is a satisfying and visible reward for managing yourself successfully.
- 5. Resist C Fever the urge to drop a difficult or lengthy A task and taking up an easier C task instead. Ask yourself: "Does this *really* need to be done *now*? What is the *best* use of time *now*?
- 6. **At the end of the day, evaluate what you were able to accomplish**. Are there A's you didn't complete? Do you have B's that need to be A's tomorrow? Are there A's or B's that should be C's?

I need to	Priority	Time needed?	Scheduled when?	To what extent was I able to complete my A's? my B's?

I need to	Priority	Time needed?	Scheduled when?	To what extent was I able to complete my A's? my B's?
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I need to	Priority	Time needed?	Scheduled when?	To what extent was I able to complete my A's? my B's?