

**To-Do List with Priorities**

Identifying which *priority category* each task on your to-do list falls under will help you with achieving your goals. Being realistic about the *level of importance* of each task can prevent you from becoming overwhelmed and, instead, keep you on track with what really needs to get done.

Priority Levels: **A** = urgent, must do today  **B** = important, do today or tomorrow **C** = will be urgent later; don’t forget this!

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| **THINGS TO DO TODAY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  DAY DATE |   |
| **Category**  | **Level (A, B, C)**  | **Task**  | **Est. Time Needed**  | **Done?**  |
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