



In Time Management there are two major ways to set priorities—According to **urgency** or according to **importance**. When you set daily priorities according to **urgency**, break them down into the following categories:

- **Must be done today.** These are usually “A” priorities
- **Should be done today.** These are usually “B” priorities
- **Could be done today.** These are usually “C” priorities and could be postponed (but there is no rush).

If you continuously set priorities based upon urgency, you may find yourself putting out fires frequently or never starting a project until the deadline is right around the corner. Don't get overwhelmed by interruptions or trying to multi-task. You can really only complete one obligation at a time well. When you set priorities according to **importance**, (which is the preferred choice), you may want to examine each activity on your list and ask the following questions:

- **Does this contribute to my long-term goals or is it what God wants me to do?**
If it does or is, assign it an “A” priority
- **How much time will this take to complete?** (Focus on increments of one hour or less)
- **Can this be broken down into smaller tasks?** If so, it deserves a lower priority (B or C)
- **Can this be delegated?** If so, it deserves a lower priority (B or C)
- **Is this important, even if it does not contribute to any of my plans or goals? Why?**
If this activity is still important after answering this question, it deserves an “A” priority

Remember to limit the number of activities on your list to a reasonable number that makes sense to you. I usually add no more than 7 tasks to my daily activities list. This helps me avoid time wasters and crowding out the important tasks. As a rule of thumb—every assignment shouldn't be an “A” priority!

What's next?

- Sometimes a notebook or notepad is all we need for our daily list.
- Daily, weekly, or monthly planners are designed to help you organize and complete your daily activities on time. Choose the format that's best for you and write your list in your planner. There are a variety of forms or formats available at any office supply store and some are included with or available to download on your device or computer.
- Decide which assignments are the most important or urgent. Mark the most important as “A” priority. Use letters, numbers or symbols to track or distinguish the activities' status at the end of the day.

Prioritized Daily Activities List

Date: _____

No.	ABC	Task	Status

Status: **v** = Completed → = Forwarded X = Deleted D = Delegated * = In Process