

To-Do List Conquering Worksheet

THE ONLY TO-DO LIST YOU WILL EVER NEED

Step #1: Take your weekly to-do list & organize it in the chart below by A, B, C priorities

A ✔ Important ✔ Urgent	B ✔ Important ✘ Urgent	C ✘ Important ✘ Urgent

Step #2: Using the orange column, number each to-do in order of importance.

Step #3: Schedule 3 A's a day on your calendar prior to 11am.

Step #4: Delegate or Schedule B's on your calendar for next week.

Step #5: For those each C, does it really need to be on your to do list? Will it make you money? Is it critical? Necessary? If it is then schedule it on your calendar for the following week(s).

Doing this weekly with your to-do list will ensure the right things are finding time on your calendar!

