**Priority Task Sheet**

Another way to manage your time is through a ‘To-Do’ lists. The following Priority Task Sheet is a specific and formal type of ‘To-Do’ list that identifies not only the task but also its associated activities and the time needed to accomplish them. It is designed to assist you in managing your tasks by priority. It also allows you to see your tasks as individual goals and not as one large mess of responsibilities.

Use the following steps to complete your Priority Task Sheet. You can use the following sheet for 4 different tasks.

1. In the shaded gray box write the task description.

2. Under the task description write down some activities that you will need to accomplish in order to complete the task. For example if the task is to write a term paper some activities that you will need to accomplish would include a) researching the topic, b) creating an outline, c) writing the introduction, etc.

3. Using the Duration column, write down how long you expect it will take you to complete each task and activity. If you are completing a task that you have never completed before it might be difficult to identify how long it will take you to complete. It is very important that you make use of each activity to allow you to estimate your duration of the task. Also you may want to keep note as you are completing each task so that next time you will be able to properly identify the duration.

4. Write down the deadline for each task and activity. If an outside source Remember to check the box in the Deadline column when you have accomplished each activity and task.

4. Prioritize each task and its associated activities. Priorities are primarily set by their respected deadlines; however other factors may way into which tasks have greater priority rank. You will have to identify for yourself which tasks hold the greatest priority. When ranking priorities a good technique is to identify the highest priority followed by identifying the least priority and then to continue with this process until all tasks and their associated activities have been ranked.

5. You have now successfully filled out your Priority Task Sheet and can use it to help you stay focused on specific activities to complete each task.

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| --- | --- | --- | --- | --- |
| **Priority Rank** | **Task Description and Activities** | | **Duration** | **Deadline** |
|  | 1. | |  | |  | | --- | |  | |
|  | a |  |  | |  | | --- | |  | |
|  | b |  |  | |  | | --- | |  | |
|  | c |  |  | |  | | --- | |  | |
|  | d |  |  | |  | | --- | |  | |
|  | 2. | |  | |  | | --- | |  | |
|  | a |  |  | |  | | --- | |  | |
|  | b |  |  | |  | | --- | |  | |
|  | c |  |  | |  | | --- | |  | |
|  | d |  |  | |  | | --- | |  | |
|  | 3. | |  | |  | | --- | |  | |
|  | a |  |  | |  | | --- | |  | |
|  | b |  |  | |  | | --- | |  | |
|  | c |  |  | |  | | --- | |  | |
|  | d |  |  | |  | | --- | |  | |
|  | 4. | |  | |  | | --- | |  | |
|  | a |  |  | |  | | --- | |  | |
|  | b |  |  | |  | | --- | |  | |
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