



WEEKLY TO-DO LIST WITH THE ABC METHOD

Step 1

List EVERYTHING you need to do this week in the box below:

THIS WEEK I
NEED TO...

Step 2

Prioritize your tasks using the ABC Method. Each task will have a different priority level depending on the day: A, B, or C. Place your to-do items into the corresponding boxes below for each day of the week.

WEEK DATES:	“A” ITEMS—HIGH PRIORITY <small>Very important, critical items with close deadlines or high level of importance</small>	“B” ITEMS—MEDIUM PRIORITY <small>Quite important over time, not as critical as A items, but still important to spend time on</small>	“C” ITEMS—LOW PRIORITY <small>Not crucial at this time, low consequences if left undone at this moment.</small>
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			