

# Weekly To-Do List with the “ABC Method”

**Step #1:** List EVERYTHING you need to do this week in the box below:

<p>This week, I need to...</p>	
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**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:**

	<p><b>“A” Items</b> <b>HIGH Priority</b> Very important, critical items with close deadlines or high level of importance</p>	<p><b>“B” Items</b> <b>MEDIUM Priority</b> Quite important over time, not as critical as A items, but still important to spend time on</p>	<p><b>“C” Items</b> <b>LOW Priority</b> Not crucial at this time, low consequences if left undone at this moment.</p>
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<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			



Helen Bass Williams  
Academic Success Center