How to Prioritize Your Time

1. Create a to-do list.
2. Prioritize your list by putting an "A" next to items that must be completed, a "B" next to items that can be postponed, and a "C" next to items you would like to complete, but are not necessary.
3. Within each category, number your items so you know which should be completed first.
4. Using this list and your planner or the weekly schedule form, create a schedule for the week. (Leave time for eating, sleeping, and study breaks!)

To Do:	Use this side to rewrite your list in order