Do you regularly make to-do lists but never seem to get it all done? Consider prioritizing your tasks throughout the week to ensure the most important items get completed first. To use this priority organizer, brainstorm your lists of tasks for the day/week. Then evaluate which tasks are the highest priority, e.g. most time-sensitive, most significant impact on semester grade, etc. Consider adding any timebound deadlines (like assignment due dates) next to each task. Sort your tasks accordingly into the high and low priority columns and ensure that you tackle the most critical items first!

	High Priority	Low Priority
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		