

# Writing a Priority List

You have a lot of assignments, classes, events, and more to manage while learning at home. Writing a priority list will help you organize your assignments and use your time wisely. [Click here](#) for an example video on how to properly follow these steps. [Click here](#) to make your own copy of this document!

## Steps for Writing a Priority List

1. Write out everything that you need to get done and when those things need to be completed. I would organize this by class! For a big project, you may want to break it into smaller parts.
2. Organize these events into one of three categories (listed below). When you're sorting, think about the importance of the items (i.e. how much weight they have) and the urgency of the items (i.e. what is due soonest)
  - a. **Group A → Must Do**
    - i. Highest priority! Start with big assignments with close due dates, things that are past due, contacting teachers for extensions if needed, things that are causing you stress and straining your mental or physical health, etc.
  - b. **Group B → Should Do**
    - i. Medium priority. These things become more important over time. Start with notes/videos that lead into big assignments, weekly formative assignments, etc.
  - c. **Group C → Nice to Do**
    - i. Low priority right now. These things have low consequences if not completed right now. Start with things with due dates far in the future, things in your life that can wait a few days, cleaning out your email, etc.
3. Mark Twain once said, "If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first." **From your list, pick out your frog(s). Do those things first!** Once your "frog" is out of the way, everything else will be easier.
  - a. What is the thing that you are not looking forward to doing?
  - b. What is going to be hardest for you to complete?
4. Other things to consider
  - a. What can I do with the time I have right now? (If you only have 30 minutes, what can you do in that short period of time?)
  - b. How much time will it take me to complete the task?
  - c. How much energy and focus do I have right now? What can I realistically take on right now?
  - d. What has the highest payoff for me to do it?
  - e. Does anything need to move to a different group? (Some items that you originally put in group B, for example, may need to get moved to group A over time.)



# My Priority Task List

Group A	Group B	Group C	My Frog
	<b>Assignments</b>		
English	•		
Math	•		
Science	•		
Social Studies	•		
Foreign Language	•		
Art and Performing Arts	•		
Other Classes (PE/Health, CTE classes, JROTC)	•		
Extra Curricular Activities (Sports, Clubs, etc.)	•		
Miscellaneous and Personal To Do's	•		

