“ABC Method” Weekly To-Do List

The ABC Method is a simple way to prioritize your to-do list by ranking tasks based on importance and urgency. Use this worksheet to organize your tasks so you can focus on what matters most and avoid getting overwhelmed.

Us this first box for a brain dump of everything you have to do this week. Include academic, social, professional, and personal committments and needs.

THIS WEEK I NEED TO…	

Now, take everything from your ‘brain dump’ inventory above and place them into the appropriate boxes below. Apply the ‘ABC Method’ to a Weekly To-Do List. Each task you have on your to-do list will have different priorities:

	“A” level Items	“B” level Items	“C” level Items
	HIGH PRIORITY Must-do items that are urgent and important; Items with close deadlines or high level of importance to them.	**MEDIUM PRIORITY** Important but not urgent; schedule these so they don’t become A tasks later. These will become quite important over time.	**LOW PRIORITY** Not vital to complete at this time. Low consequences if left undone at this moment. Can include optional work or events.
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			