

Must Do, Should Do, or Would Like to Do?

Take a few minutes to write down all the tasks that are on your mind right now....

On the next page, sort all the tasks you wrote down into four categories:

Must Do, Should Do, Would Like to Do, or 10 Minute Tasks. If you're having trouble, consider your priorities; what's most important to you at this moment?

MUST DO	SHOULD DO	WOULD LIKE TO DO	10 MINUTE TASKS
Assignments/Tests Due This Week		Assignments/Tests Due Next Week	