## GENISTAR

# TIME MANAGEMENT WORKSHEET

### **Every Evening:**

- List all the tasks you need to accomplish
- Put an A, B, or C in the column in front of the task:
- **A** Very important **B** Important, but not urgent **C** Not important (at this time)
  - Prioritise each A by importance: A1, A2, A3, etc.
- Do the same for the Bs and Cs

#### **Every Morning:**

• Begin working on the task you have identified as A1 and work through all the As before moving on tothe Bs then the Cs.

\*This form can be filled and saved to your computer

#### Remember:

- Break large tasks down into smaller pieces.
- You probably won't finish everything, but this tool will help you focus on the most important tasks.

A-B-C	1,2,3	Daily Tasks