**How to Use the Priority Planner**

1. Make a list of all your current tasks, obligations, invitations, etc.
2. Place each item into one of the 4 categories:
* Important and Urgent
* Not important but Urgent
* Important but not urgent
* Not important and not urgent
* *Be honest with this process.*
1. Important means there will be a *negative impact* if the task is not completed. This impact could be health, relationships, financial, or administrative (i.e. failing a course or losing a job)
2. Urgent is down to the individual, however it can generally be said that urgent is something that must be started *immediately or in the very near future* to meet a deadline.
3. Once the items are assigned to their categories, arrange the items in order within each category, from most urgent to least urgent.
4. The order of items will now make a rough “To – Do” list that you can work through in order. The items in the top right “Not important but Urgent” box can be used as rewards for completing tasks in the important and urgent box. For example; “if I finish items 1 and 2 by Saturday, I can go to the movies/concert”.
5. Doing this planner in an electronic format means it can be a “live” document, and items from the “important, not urgent” box can move into the a “important and urgent” box as their deadline approaches.

**NB: You do not have to wait for items to reach the urgent box to begin them if you have time!**