

To Do List

Write down your to-do items for the day, and code them in three ways:

A|B|C A is important and vital. B is important, but not vital. C is Nice to do *if I have the time*.

80/20 As you know, 20% of your actions usually give you 80% of your results. If this action will give you 80% of your results, write 80% in this column. If this action is one that gives you only 20% of your results, write 20%.

Mins. Mins. is short for minutes. Write in how many minutes this action will probably take.

A B C	80/20	Mins.	Item
			1. ▶
			2. ▶
			3. ▶
			4. ▶
			5. ▶
			6. ▶
			7. ▶
			8. ▶
			9. ▶
			10. ▶
			11. ▶
			12. ▶
			13. ▶
			14. ▶
			15. ▶

Form courtesy of and copyrighted by Shana Spooner, Coach | FB138