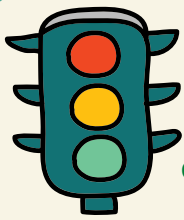


Weekly Priorities Checklist



RED- Stop!

Important and Urgent priority.

e.g.: finish the essay due tomorrow

AMBER- Slow Down.

Important but Not Urgent priority.

e.g.: work on the assignment due next week

GREEN -Go when Safe.

Urgent but Not Important priority.
OR Not Urgent and Not Important.

e.g.: lunch with friends; streaming a movie

WEEK OF:

List five priorities for this week in order of importance.

Remember to always list your **RED** priorities first. Check off each as it is completed.



Five horizontal lines for listing weekly priorities, each starting with a teal dot.

At the beginning of each day, list five priorities for the day. Consider how your week priorities will fit into your priorities for each day.



Monday

Five horizontal lines for daily priorities on Monday, each starting with a small circle.



Tuesday

Five horizontal lines for daily priorities on Tuesday, each starting with a small circle.



Wednesday

Five horizontal lines for daily priorities on Wednesday, each starting with a small circle.



Thursday

Five horizontal lines for daily priorities on Thursday, each starting with a small circle.



Friday

Five horizontal lines for daily priorities on Friday, each starting with a small circle.



Saturday and Sunday

Five horizontal lines for daily priorities on Saturday and Sunday, each starting with a small circle.

