Priority Sorting Worksheet

Where does all the time go? Organize, prioritize, and take back control. List your common business activities and plan a measureable strategy for getting things done. Delegate and reward yourself with more time for the priorities that benefit you most.

Tasks / Activities	Frequency	Priority	Time Needed	I Plan To
Task / Activity Name and Brief Description	Daily Weekly Monthly Yearly	High Medium Low Future	Minutes Hours Weeks Months	Do it Myself Delegate It