



Tips to Help You Prioritize Tasks



Chances are that you prioritize most daily household tasks without even stopping to think about it. No one has to tell you that it's time to change the baby's diaper, take out the garbage or cook dinner. It's the less urgent but equally demanding tasks that need to be prioritized. You'll save time and feel more relaxed if you:

- ✓ spend five minutes a day prioritizing your household tasks.
- ✓ keep a daily to-do list posted on a family bulletin board.
- ✓ make long-range plans that reduce the time you spend on household tasks, such as scheduling weekly shopping trips and cooking larger quantities.

Establishing priorities consists of two steps:

1. Make a list of things that need to be done.
2. Prioritize the items on the list. Use the ABC method to rank your priorities. Assign each item on your list to one of the following categories:

Priority A—“Must-Do”

Crucial tasks and commitments that should be completed today to keep your family healthy and your household running smoothly may include:

- private time with your children and spouse.
- shopping for groceries.
- walking the dog.
- preparing family lunches and dinners.

Priority B—“Should-Do”

Things that are important, but not critical to complete today, may include:

- scheduling doctor appointments.
- updating your family calendar.
- buying a new toaster.
- cleaning the refrigerator.

Priority C—“Nice-to-Do”

This category of least urgent priorities may include:

- reupholstering a chair.
- holding a barbecue.
- cleaning out a closet.
- putting your CD collection in alphabetical order.

Your household priorities will shift each day, based on your family's needs and your weekly schedule for errands and shopping. Make copies of this form to help you prioritize your household tasks.

Priority A—“Must-Do”

These crucial tasks and commitments must be completed today.

Priority B—“Should-Do”

These items are important but don't have to be completed today.

Priority C—“Nice-to-Do”

These items can wait until I have more free time.
