CIGNA Behavioral Health

# Setting Priorities:

## ——The Basic List——

In the left column, list all the things you have to do now and in the near future. After you make the list, rate each item's level of urgency, using "A" for items that are most urgent and "C" for items that are the least urgent. Fill in the date by which each item should be completed. Use the last column to rank the priority of items that must be completed on the same date.

| | URGENCY | | | | |
|---|---|---|---|---|---|
| THINGS TO DO | A | B | C | COMPLETE BY (DATE) | PRIORITY RANKING |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Now get to work on No. 1.**

If new tasks occur to you as you're completing the urgent tasks (and they will), add them to the appropriate column, re-evaluate the list, if necessary, and get back to work.

Distributed under license. © Parlay International 1420.093

Only Licensees may copy or distribute this page, electronically or otherwise. For license information call 800-457-2752 or visit www.parlay.com