**Prioritizing Tool**

Name: Date:

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| Step 1: List tasks to be completed | Step 2: Rank the tasks in order of when they are due | Step 3: Estimate the time needed to complete each task | Step 4: Rate the task as essential or not essential |
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It is now important to look at your schedule in relation to Step 2 and Step 3. Based on the estimated time required, arrange your schedule so that you can complete each of the tasks. Allow some time for buffering against setbacks or unexpected interruptions.

If you do not have time in your schedule to accomplish all of the tasks, think through your options.

Can you get appropriate assistance to help you accomplish one or more of the tasks?

Are there nonessential tasks that you can drop from the list to allow more time for the essential tasks?

Can you get an extension of the deadline and, if so, would that allow you to accomplish the task?