*Manage your time more effectively by using daily time planners. Adapt the below templates to your organization style. If you’re more the ‘to do list’ type, use example 1 to jot down your priorities for the day through the daily activity planner. If you are more the visual type, leverage example 2 to mark your priorities on the Urgent and Important quadrants.*

**Example 1: Daily Activity Planner**

*How to use it:*

1. *Beginning with tomorrow, list the things that you need to do in the day. Add rows if necessary.*
2. *Things that must be done this day are to be listed under "I Must Do."  Things that should be done this day, if possible, but could be postponed, if necessary, are to be listed under "I Should Do."  Things that could be done, if time permits, but may be delayed without penalty are to be listed under "I Could Do."*
3. *The “must do” tasks should have first priority followed by the “should do” tasks” and finally the “could do” tasks,*

*Note: You can also use this template for your weekly and monthly priorities.*

|  |  |  |
| --- | --- | --- |
| **I *Must* Do** | **I *Should* Do** | **I *Could* Do** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Example 2: Urgent and Important Quadrants**

*How to use it:*

1. *List all of your daily tasks.*
2. *Place them in the appropriate quadrant using the x and y axis of urgency and importance.*
3. *Address in top priority everything in the top right quadrant of urgent and important tasks (Q1).*
4. *Move on to address the bottom right quadrant of urgent and important tasks (Q2).*
5. *Consider then tasks listed in the top left corner of urgent and important tasks (Q3.)*
6. *Don’t focus on the bottom left corner of urgent and important tasks. Those are considered a waste of time (Q4).*

*Note: You can also use this template to assess your weekly and monthly priorities.*

**- IMPORTANT**

**+ IMPORTANT**

**+ URGENT**

**- URGENT**

**Q3**

**Quick and simple**

**Q1**

**High priority**

**Q4**

**Waste**

**Q2**

**Planning**