Organize
and prioritize

Materials: Worksheet copies, template copies, paper, pens or pencils, timer

Directions: Read the worksheet, complete the activity and discuss as a group.

What time is my piano lesson?
When is my essay due?
Do I have soccer practice this week?

With so much going on, how do you stay on track?

Knowing what we need to do, and when we need to do it, is organization.

Today, we're going to create a handy organization tool — a prioritized list of our weekly tasks.

ACTIVITY INSTRUCTIONS

1 On the template, write a list of your weekly tasks next to the day you'd likely do them. For example, walk the dog and clean your room. If you have weekly appointments, such as a piano lesson, include those as well. Use the examples to help guide you.

2 Prioritize each task into three categories:

High   =   Must be done today.
Medium =   Must be done in the next two to three days.
Low   =   Must be done by the end of the week.

You'll have 8 minutes to create your list.

(Set the timer for 8 minutes.)

3 When the timer sounds, let's discuss how prioritizing can keep us on task.

4 Use this prioritized list technique to stay organized for the upcoming week. Next time we meet, let's share how it went!

	TASK DESCRIPTION	PRIORITY
EXAMPLE	Piano lesson at 4:30 pm	High
EXAMPLE	Mow the lawn	Low
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

High = Must be done today.   Medium = Must be done in the next two to three days.   Low = Must be done by the end of the week.