## The effective time-manager's to do list

Here's a sample . . .

**Date** 6/7

Task	Priority A = Must do B = Should do C = Can wait	Notes	Done
Take mom for check-up	А	Ask doc for Rx refill if needed. Drop off dry-cleaning on way home.	✓
Finish report for Bob	А	See if Pat can manage distribution.	<b>√</b>
Get prices on new tires	С	Check websites, newspaper ads.	
Call Sis re: respite care	В	Could Tom step in?	✓

Now here's one for you. Try it tomorro	W.
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Date \_\_\_\_\_

Task	Priority A = Must do B = Should do C = Can wait	Notes	Done