Peru State College
CATS: Center for Achievement and Transition Services

# Priorities Worksheet: Must do, Should do, Could do

Use this worksheet to help you prioritize tasks for the week (or the day). List assignments, readings, chores, etc. into one of the three categories below. Break down larger projects – such as papers – into smaller tasks and list each one separately. Decide which column to list each item by considering due dates, difficulty of task, length of time needed to complete task, etc.

| Must Do | Should Do | Could Do |
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