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## TEACHER WORKSHEET 2.1

### Prioritize Your Tasks

After you have brainstormed the tasks that you need to accomplish, you can use this worksheet to list them in the proper category so that you can manage your workload efficiently.

Tasks to Do Right Away	Tasks to Delay Briefly	Tasks That Can Wait
1. _____ _____	1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____	3. _____ _____
4. _____ _____	4. _____ _____	4. _____ _____
5. _____ _____	5. _____ _____	5. _____ _____
6. _____ _____	6. _____ _____	6. _____ _____
7. _____ _____	7. _____ _____	7. _____ _____
8. _____ _____	8. _____ _____	8. _____ _____
9. _____ _____	9. _____ _____	9. _____ _____
10. _____ _____	10. _____ _____	10. _____ _____