

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.



This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivs 3.0 United States License](#). You may reproduce it for non-commercial use if you use the entire handout and attribute the source: The Learning Center, University of North Carolina at Chapel Hill.