Name: Student ID: Week:

PRIORITIZING BY ACTIVITY

Most Important to Least Important

Refer to the activities you identified on Form 2, Week 3. The purpose of this form is to help you identify activities and commitments that should be deferred or eliminated from your present schedule. List 30-50 activities throughout all areas of your life before you begin to prioritize.

Commitment/Activity	Hours / Week	Priority ACB	132

Now go through your entire list and prioritize each item in the ACB column as follows:

1st pass: In the ACB column, assign an A to the highest priority items.
2nd pass: In the ACB column, assign a C to the lowest priority items.
3rd pass: In the ACB column, assign a B to all other items.
4th pass: In the 132 column, for every item to which you have assigned an A, assign a 1 to the highest priority A items.
5th pass: In the 132 column, assign a 3 to the lowest priority A items.
6th pass: In the 132 column, assign a 2 to all other priority A items.

If you wish, you can follow the same process with all priority B and C items.

FORM 7

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