



Task Manager

Directions: Identify and prioritize your tasks for the next 2-7 days then divide them into Manageable To-Do's with estimated time to complete.

Tasks		Manageable To-Do's	
A:		A1: _____ Minutes	A2: _____ Minutes
Due on:	Priority:	A3: _____ Minutes	A4: _____ Minutes
B:		B1: _____ Minutes	B2: _____ Minutes
Due on:	Priority:	B3: _____ Minutes	B4: _____ Minutes
C:		C1: _____ Minutes	C2: _____ Minutes
Due on:	Priority:	C3: _____ Minutes	C4: _____ Minutes
D:		D1: _____ Minutes	D2: _____ Minutes
Due on:	Priority:	D3: _____ Minutes	D4: _____ Minutes
E:		E1: _____ Minutes	E2: _____ Minutes
Due on:	Priority:	E3: _____ Minutes	E4: _____ Minutes
F:		F1: _____ Minutes	F2: _____ Minutes
Due on:	Priority:	F3: _____ Minutes	F4: _____ Minutes

Add the due dates of your Tasks then schedule when you'll do your Manageable To-Do's throughout the week to get the Tasks done on time.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
What's Due:	What's Due:	What's Due:	What's Due:	What's Due:	What's Due:	What's Due: