

# Worksheet

Professional Version | US English

# Things To Do List



---

## Description

---

The *Things To Do List* is a form of activity record. It encourages the user to think about the priority of each item, and to record (and celebrate!) completion.

---

## Instructions

---

1. Clients should be instructed to generate a list of planned activities.
2. Activities are then assigned a priority ranging from "A. Urgent and very important" to "E. Something to remember but not a priority at this time".
3. Activities are then assigned a number for completion according to their priority.
4. Space is given to record when activities have been completed.

# Things To Do List

1. Assign a priority rating to each item:

- A) Urgent and very important.
- B) Urgent but not as important.
- C) Needs to be done today.
- D) Needs to be done by (specify time or date).
- E) Something to remember but not a priority at this time.

2. Number your items in the order you want to try and accomplish them.

3. Remember to tick them off when they are done.

Priority	Number	Description	Tick when done

Psychology Tools develops and publishes evidence-based psychotherapy resources. We support mental health professionals to deliver effective therapy, whatever their theoretical orientation or level of experience.

Our digital library encompasses information handouts, worksheets, workbooks, exercises, guides, and audio skills-development resources.

Our tools are flexible enough to be used both in-session and between-session, and during all stages of assessment, formulation, and intervention. Written by highly qualified clinicians and academics, materials are available in digital and printable formats across a wide range of languages.



## Resource details

Title: Things To Do List

Type: Worksheet

Language: English (US)

Translated title: Things To Do List

URL: <https://www.psychologytools.com/resource/things-to-do-list/>

Resource format: Professional

Version: 20230721

Last updated by: EB

## Terms & conditions

This resource may be used by licensed members of Psychology Tools and their clients. Resources must be used in accordance with our terms and conditions which can be found at: <https://www.psychologytools.com/terms-and-conditions/>

## Disclaimer

Your use of this resource is not intended to be, and should not be relied on, as a substitute for professional medical advice, diagnosis, or treatment. If you are suffering from any mental health issues we recommend that you seek formal medical advice before using these resources. We make no warranties that this information is correct, complete, reliable or suitable for any purpose. As a professional user, you should work within the bounds of your own competencies, using your own skill and knowledge, and therefore the resources should be used to support good practice, not to replace it.

## Copyright

Unless otherwise stated, this resource is Copyright © 2023 Psychology Tools Limited. All rights reserved.