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

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Resource details

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