TASKS	DUE DATE	IMPORTANCE	PRIORITY	TASK ORDER
Directions:				
Copy this format into Excel.				
Prioritize by BOTH importance and by urgency with #1 being the HIGHEST				
NO, *everything cannot be a #1 in both columns* !				
Multiply the number in the importance column by the number in the priority column.				
Enter that number in the TASK ORDER Column				
SORT the TASK ORDER Column in Descending Order.				
The first thing to do will be at the top of the list.				
As you add to your list, re-sort, and you will always know exactly what to do first.				
Questions? Linda@LindaBrakeall.com				