Organising Place™

Transforming the way you work

Master List

Projects or Tasks	Transferred to my daily to do list	Priority A, B or C ✓

- **Priority A:** This is very important I must do it immediately.
- **Priority B:** This is important I must do it soon.
- **Priority C:** This is not very important. Should I do it at all?
  If you decide it has to be done, schedule it, if not take it off the list.

Note: ***If an item on this list doesn't fall into Priority A, B or C, it should not be on the list at all.***