

# The Prioritizer

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The Prioritizer is a useful tool for putting first things first. Students should list all of the tasks they need to do, then write an A, B or C next to each task to indicate its priority. A is for the things that are the most important and have to be done. B is for the things that are somewhat important. C is for things that are not really important. An advanced use of the Prioritizer is to also add a number next to each task to indicate its order within the A, B, C Ranking ( A1, A2, etc.).

Priority (A, B, C)	TASK