Getting Organized to Get it Done Key

Below is a task coding key and example to help you organize your daily tasks and objectives. There is no limit to how many letters or numbers you use in organizing your tasks. Make your to-do list your own by adding letters, numbers, or symbols that correspond to your individual responsibilities and tasks.

TO-DO KEY

CODING

☆ = OBJECTIVE TASK
A = MOST IMPORTANT
B = IMPORTANT
Q = QUICK TASK

ORDER

1 = FIRST
2 = SECOND
3 = THIRD

EXAMPLE

RESPOND TO EMAIL Q
WALK DOG B 2
DRAFT REPORT A 1
RUN/WALK B 1
PAY BILL Q
RETURN PRODUCT A 2
CALL MOM B 3
SCHEDULE APPT. A 3
MEETING PREP ☆