



PRIORITIZING TASKS

Step 1: Sort Your Tasks

URGENT	Important, but not urgent	Can Wait

Step 2: Break It Down

Task: _____



Smaller Steps

Time Estimate

1. _____
2. _____
3. _____
4. _____
5. _____



Step 3: Take a Break!

After each step, take a small 2-10 minute break to reset

Walk	Listen to a song	Doodle	Write	Fidget
Stretch	Do nothing!	Meditate	Quick clean	Change location
Text a friend	Step outside	Grab a snack	Drink water	10 jumping jacks