The effective time-manager's to do list

Here's a sample . . .

Date 6/7

Task	Priority A = Must do B = Should do C = Can wait	Notes	Done
Take mom for check-up	A	Ask doc for Rx refill if needed. Drop off dry-cleaning on way home.	1
Finish report for Bob	A	See if Pat can manage distribution.	~
Get prices on new tires	С	Check websites, newspaper ads.	
Call Sis re: respite care	В	Could Tom step in?	✓

Now here's one for you. Try it tomorrow.

Date _____

Task	Priority A = Must do B = Should do C = Can wait	Notes	Done