

# Plan and Organize Your Priorities

Name the Priority you need to accomplish this period?

Name	Today's Date	Period				
		Q1	Q2	Q3	Q4	Annual

How are you going to accomplish it? Detail the step-by-step plan to follow.

Action Steps	Hours to Complete	Due Date	Owner (Initials)
TASK 1			
TASK 2			
TASK 3			
TASK 4			
TASK 5			
TASK 6			
TASK 7			
TASK 8			
TASK 9			
TASK 10			
TASK 11			
TASK 12			

If more than 12 tasks are required to complete a Priority, consider breaking the Priority up in manageable tasks.