



# Prioritize Your Workday By Color

Liz's tips:

Use your list from the night before to fill this in.

- Prioritize your tasks based on due date.
- If there is a non-specific due date then prioritize by when the task was assigned to you.
- Keep it simple, don't overthink it!
- Don't forget to take frequent, short breaks.

Low Hanging Fruit - phone calls/  
emails/filing/organization

Items that need to be  
completed TODAY. (2-3 max)

Long-term projects that are on your  
calendar for completion in 60-90  
days.

Work that must be completed within  
3 - 5 business days goes here.