



# The ABC Daily Report System

OMSA ACADEMIC SERVICES CENTER

It is possible to look busy, even be busy, while accomplishing NOTHING. One of the most effective ways to stay on track and actually get things done is to use a daily "to do" list. This list should include things you want to accomplish within 24 hours.

When creating your daily "to do" list:

- Make the list the night before the day you will use it.
- Write everything you wish to accomplish on a sheet of paper, in a planner, special notebook, 3x5 cards, etc.
- Rate each task by PRIORITY: A, B, C
  1. Schedule time for all the A's!
  2. B's and C's usually are enjoyable, though strictly not necessary, and can be done during odd moments in the day (e.g. between tasks or when there is not enough time to start the next A).

## A's

Things that are **MOST** important and lead directly to your long-, mid-, and short-term goals.

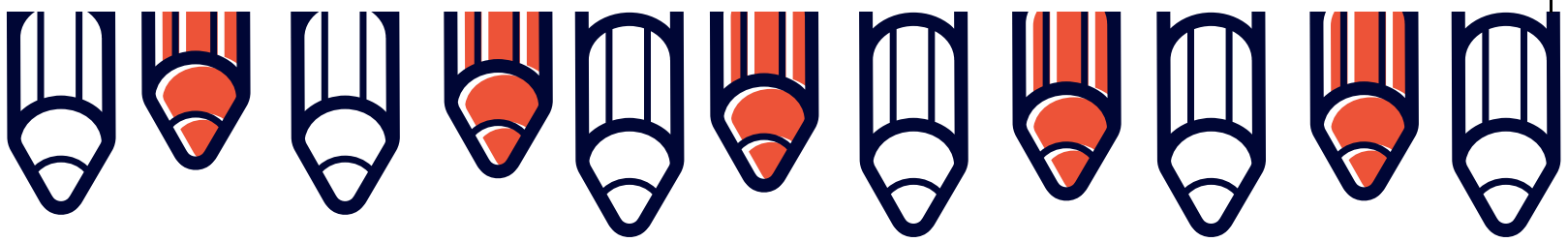
## B's

Tasks that are important but not as urgent as your A tasks. They can be postponed if necessary or perhaps become A's someday.  
EX: meals, gym, etc.

## C's

Things that **DO NOT** require immediate attention. C priorities are often small, easy jobs.  
EX: shopping for a new blender





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- Keep the list with you; cross out completed items and add new items when you think of them.

## Important Tidbits

- When using the ABC priority method, you will discover a condition common to students: C Fever. (C Fever is the uncontrollable urge to drop an A task and begin crossing C's off the list. Example: If there is a history exam tomorrow, you might suddenly feel compelled to vacuum the rug.)
- Why is C Fever common? A's are tasks that may be difficult and threatening and the risk of failure is often high.
- If you notice symptoms of C Fever, ask yourself: "Does this job really need to be done now? Do I really need to alphabetize my movie collection or should this time be better used to study for tomorrow's math exam?"
- Evaluate your performance at the end of the day and expect to make some mistakes.
  1. Look for A's you did not complete.
  2. Look for tasks that repeatedly appear as B's or C's on the list and never seem to get done.
  3. Consider changing B's or C's to an A priority or dropping them altogether.
  4. Possibly consider changing an uncompleted A task into a B or C priority item.
- When keeping a list everyday, you are more likely to discover these errors before they become problems.
- Crossing out completed tasks can be FUN! It is physical evidence of your progress and diligence.
- Be creative and develop your own style.

**I ILLINOIS**

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