*Perfect***PRIORITY***Planner*

1. List what needs to be done tomorrow in no particular order.
2. Include your ADVANCE DATE in the "Deadline" column (only if it's an important one)
3. Determine the priority of each item: **A**=Most Essential **B**=Essential **C**=Less Essential
4. Number your A's from 1-? Then number the B's. Finally, number the C's.
5. After filling out *Perfect*PRIORITY*Planner*, add it into your DAILY FLIGHT PLAN.

Day:_____ Date: _____

Name_____ Percentage of Accomplishment_____

NEW ORDER	A,B,C	Action Item	Deadline	Person

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