Using Your Prioritized Daily Task List

One of the hallmarks of the original Franklin Planner process, the Prioritized Daily Task List (PDTL) helps you plan and organize your day's activities and tasks. Instead of trying to tackle everything you do each day, each task you get on a priority matrix and follow up on later, setting you up for success and ensuring you are where you should be.

Phase 1: TASK DUMP

Even the busiest of days breaks down to a number of tasks. For the first step in your planning process, take a look at your task list, sort all the tasks with liked priorities, A for your top priorities, B for your next priorities, C for your third priorities, and self-improvement. The order doesn't matter, as long as you put everything down.

Phase 2: PRIORITIZE

The Franklin Planner prioritizing process is simple: take a look at your task list, sort all the tasks with liked priorities, A for your top priorities, B for your next priorities, C for your third priorities, and self-improvement. The order doesn't matter, as long as you put everything down.

Phase 3: FOLLOW UP

Note that you've prioritized your tasks, you can start with A crossed through the 5 mark. Start with B, then B, and then C when you choose. You create your own PDTL, so don't feel compelled to follow this order. You can use the PDTL to create your own task list for the next day. You can also use the PDTL to create your own task list for the next day.

Phase 4: REVIEW

Getting your planning process, review the tasks you've made on your PSTL. Complete any tasks that are still in process, check off any completed tasks that have been completed, and write any forwarded tasks on the date you plan on completing them. Your list from the previous day then becomes an excellent starting point for the next planning session, review the marks you've made on your PDTL.