To-Do List

Date / week _____

Must do today (top 3)

- ☐ _____
- ☐ _____
- ☐ _____

Tasks

✓	Task	Priority (A / B / C)	Due	Time needed
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				

Calls and emails

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Errands

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Later / someday

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____