To-Do List

DATE _____ FREE TIME _____ h

1 Write every task, then circle A, B or C.

2 Move the three that matter most to Must do.

3 Guess the minutes for each task.

4 Give it a start time under When.

MUST DO the three tasks that make today a success

DONE	TASK	PRIORITY	MINUTES	WHEN start time
☐		!	min	:
☐		!	min	:
☐		!	min	:

EVERYTHING ELSE

DONE	TASK	PRIORITY	MINUTES	WHEN start time
☐		A B C	min	:
☐		A B C	min	:
☐		A B C	min	:
☐		A B C	min	:
☐		A B C	min	:
☐		A B C	min	:
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☐		A B C	min	:
☐		A B C	min	:
☐		A B C	min	:

TOTAL _____ min

More minutes than free time? Move the Cs to another day.