

TO DO LIST for _____ Month _____ Week _____

From (day) _____ to (day) _____ Date _____

Rank it! <i>Based on its urgency.</i>	Write it! <i>With details as needed</i>	Cross it! <i>Or defer it to the next day.</i>	Notes

From (day) _____ to (day) _____ Date _____

Rank it! <i>Based on its urgency.</i>	Write it! <i>With details as needed</i>	Cross it! <i>Or defer it to the next day.</i>	Notes

From (day) _____ to (day) _____ Date _____

Rank it! <i>Based on its urgency.</i>	Write it! <i>With details as needed</i>	Cross it! <i>Or defer it to the next day.</i>	Notes