



# Daily To Do List

Day: \_\_\_\_\_

<b>Priority A Projects or Tasks</b>	✓
1.	
2.	
3.	
<b>Priority B Projects or Tasks</b>	✓
1.	
2.	
3.	
<b>Priority C Projects or Tasks</b>	✓
1.	
2.	
3.	

- **Priority A:** This is very important I must do it immediately.
- **Priority B:** This is important I must do it soon.
- **Priority C:** This is not very important. Should I do it at all?  
If you decide it has to be done, schedule it, if not take it off the list.