

TO-DO'S

List it, schedule it, get it done.

DATE :

S | M | T | W | T | F | S

1. List out your to-do list for the day
2. Select tasks as high or low priority
3. Add existing commitments to your schedule (class, work, etc.)
4. Block your to-do list tasks into your remaining free time in the following order:
Need/High, Need/Low, Want/High, Want/Low

WHAT NEEDS TO GET DONE TODAY?

- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low

WHAT DO I WANT TO GET DONE TODAY?

- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low
- _____ High or Low

SCHEDULE FOR THE DAY!

7-8 AM	
8-9 AM	
9-10 AM	
10-11 AM	
11 AM - 12PM	
12-1 PM	
1-2 PM	
2-3 PM	
3-4 PM	
4-5 PM	
5-6 PM	
6-7 PM	
7-8 PM	
8-9 PM	
9-10 PM	
10-11 PM	