**To-Do’s:** List it, schedule it, get it done.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 |
|  |  |
|  |  |
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| --- | --- |
| What do I **WANT** to get done today? | High or Low |
|  |  |
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| --- |
| **Schedule** |
| 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 |  |

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