

Daily To-Do

Today's one big thing _____

TOP 3 PRIORITIES

1 _____

2 _____

3 _____

SCHEDULE

7 am _____

8 am _____

9 am _____

10 am _____

11 am _____

12 pm _____

1 pm _____

2 pm _____

3 pm _____

4 pm _____

5 pm _____

6 pm _____

7 pm _____

TO-DO LIST

NOTES

Weekly To-Do

Monday

- _____
- _____
- _____
- _____

Tuesday

- _____
- _____
- _____
- _____

Wednesday

- _____
- _____
- _____
- _____

Thursday

- _____
- _____
- _____
- _____

Friday

- _____
- _____
- _____
- _____

Saturday

- _____
- _____
- _____
- _____

Sunday

- _____
- _____
- _____
- _____

Next week / someday

- _____
- _____
- _____
- _____

Must Do · Should Do · Can Wait

Sort every task by how urgent it really is, then start at the top of the first column.

Must do Urgent — today	Should do Soon — this week	Can wait Later — no rush
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Brain Dump

Empty your head — write down every task, idea and reminder. Don't sort yet, just capture.

TASKS TO DO

IDEAS & NOTES

CALLS & ERRANDS

REMEMBER / FOLLOW UP



Master Checklist

One running list with big tick boxes — check items off as you finish them.

