

# Daily To-Do

Today's one big thing \_\_\_\_\_

## TOP 3 PRIORITIES

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## TO-DO LIST

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_

## 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 \_\_\_\_\_

## 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.

| <b>Must do</b><br>Urgent — today | <b>Should do</b><br>Soon — this week | <b>Can wait</b><br>Later — no rush |
|----------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/>         | <input type="checkbox"/>             | <input type="checkbox"/>           |
| -----                            | -----                                | -----                              |
| <input type="checkbox"/>         | <input type="checkbox"/>             | <input type="checkbox"/>           |
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| <input type="checkbox"/>         | <input type="checkbox"/>             | <input type="checkbox"/>           |
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| -----                            | -----                                | -----                              |
| <input type="checkbox"/>         | <input type="checkbox"/>             | <input type="checkbox"/>           |
| -----                            | -----                                | -----                              |

# Brain Dump

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

## TASKS TO DO

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## IDEAS & NOTES

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## CALLS & ERRANDS

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## REMEMBER / FOLLOW UP

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# Master Checklist

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

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