

To Do List

Make a daily or weekly list of things that need to be completed with deadlines.

Important Tasks

Deadline

■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____

Notes

Other Tasks

Deadline

■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____
■	_____	_____

Notes