Date:

Things to do list…

To do:	Done☑	Priority①
1 _____	☐	❍
2 _____	☐	❍
3 _____	☐	❍
4 _____	☐	❍
5 _____	☐	❍
6 _____	☐	❍
7 _____	☐	❍
8 _____	☐	❍
9 _____	☐	❍
10 _____	☐	❍

Date:

Things to do list…

To do:	Done☑	Priority①
1 _____	☐	❍
2 _____	☐	❍
3 _____	☐	❍
4 _____	☐	❍
5 _____	☐	❍
6 _____	☐	❍
7 _____	☐	❍
8 _____	☐	❍
9 _____	☐	❍
10 _____	☐	❍