

To Do List



1

Start Of The Day

- Set Week Number _____
- Mark Today's Date _____
- Define Daily Priority _____

2

Top Priorities

1. = _____
2. = _____
3. = _____
4. = _____

3

Task List

- Task 1 _____
- Task 2 _____
- Task 3 _____
- Task 4 _____
- Task 5 _____

4

Staff Meetings

- Staff 1 _____
- Staff 2 _____

5

Reminders & Notes