|  |
| --- |
| **To Do List** |
| **Important / Urgent** |
| **Project / Assignment** | **Steps** | **When?** | **Estimated Time** | **Done** | **Deadline** |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
| **Important / Not Urgent** |
| **Project / Assignment** | **Steps** | **When?** | **Estimated TIme** | **Done** | **Deadline** |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
| **Less Important** |
| **Project / Assignment** | **Steps** | **When** | **Estimated Time** | **Done** | **Deadline** |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |
|  | 1. |  |  | [ ] [ ] [ ]  |  |
| 2. |  |  |
| 3. |  |  |