|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. |  |  |