Creating Your To-Do List

1. Set the exact time, duration, and task you will work on.

2. Add a note if the task has been completed or not. If not completed then reschedule the task.

Task One:

Date:_____

Time: _____

Duration:_____

Notes:

Task Two:

Date:_____

Time: _____

Duration:_____

Notes:

Task Three:

Date:_____

Time: _____

Duration:_____

Notes:

Task Four:

Date:_____

Time: _____

Duration:_____

Notes:

Task Five:

Date:_____

Time: _____

Duration:_____

Notes: