## Things To Do List

Date: _____

| Priority | Number | Description | Done ☑ |
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Assign a **Priority** rating, e.g. (a) Urgent and Very Important, (b) Urgent but not so important, (c) Needs to be done today, (d) Inactivities that are significant in value, but not urgent, (e) Not urgent and not important.

**Number** your items in the order you want to work on them.

Prioritize tomorrow's list when you are finishing your today's.