



Daily To Do List

Often we underestimate the value of writing ourselves a task list. We think we can track everything we need to get done in our heads. At the end of the day we are left wondering what we got accomplished and wondering why so many things didn't get done. Make the habit now to create a DAILY list of tasks.

Things To Do TODAY

Date _____

Completed

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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