

DAILY TO-DO LIST

Three priorities first, then everything else. Block the hours on the right; write tomorrow's first task before you stop.

Date _____ Focus for today _____

TOP 3 PRIORITIES

1

2

3

	To do	Notes
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SCHEDULE

7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	

TOMORROW

NOTES