

TO-DO CHECKLIST

Group the list into sections and work them in order. Write your own headings over the bars; note a due date where it matters.

Checklist for _____ Date _____

SECTION 1 _____

	Item	Notes	Due
☐			
☐			
☐			
☐			
☐			
☐			
☐			

SECTION 2 _____

	Item	Notes	Due
☐			
☐			
☐			
☐			
☐			
☐			
☐			

SECTION 3 _____

	Item	Notes	Due
☐			
☐			
☐			
☐			
☐			
☐			
☐			

Items done ____ of ____

COMPLETE