To-Do List

The important things first. Everything else after.

Date _____ **One thing that would make today great** _____

Must do today

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

To-do

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
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- [ ] _____

Calls & emails

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Errands

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Can wait

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Notes

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