Daily To-Do List

Date _____

Top 3 first. Estimate every task. Move what is left at the end of the day.

Hours available today: _____ **Hours planned (sum of estimates):** _____

Top 3 – do these first

		EST.
1	☐	
2	☐	
3	☐	

Other tasks

	EST.
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

Done today

Move to tomorrow

Notes