



To-Do List

Date:

Top 3 tasks that must be done today

Tasks	How long it will take	When I will complete it	Completed
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>

When I will take my breaks throughout the day

Break	How long it will take	When I will complete it	Completed
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>

When I will check my emails throughout the day

Check	How long it will take	When I will complete it	Completed
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>



Other tasks I will work on today

Tasks	How long it will take	When I will complete it	Completed
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>

What I accomplished today

Accomplishment	Accomplishment	Accomplishment
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

My top 3 priorities for tomorrow

Tasks	How long it will take	When I will complete it	Completed
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>