

### Daily Priorities

### Daily Must Do's

### Do Later


## Instructions

Use this sheet to organize your daily tasks and priorities. Fill in the 'Daily Priorities' section with your most important personal and professional tasks. List tasks that *must* be completed today in the 'Daily Must Do's' column, standing meetings, sports practice for the kids, your non-negotiables. Your running to do's should be placed in the 'Do Later List'.

## Time Block Planner

[illegible]