

## THINGS TO DO ... TODAY

PRIORITY	DATE	COMPLETED
<input type="checkbox"/>	1. _____	<input type="checkbox"/>
<input type="checkbox"/>	2. _____	<input type="checkbox"/>
<input type="checkbox"/>	3. _____	<input type="checkbox"/>
<input type="checkbox"/>	4. _____	<input type="checkbox"/>
<input type="checkbox"/>	5. _____	<input type="checkbox"/>
<input type="checkbox"/>	6. _____	<input type="checkbox"/>
<input type="checkbox"/>	7. _____	<input type="checkbox"/>
<input type="checkbox"/>	8. _____	<input type="checkbox"/>
<input type="checkbox"/>	9. _____	<input type="checkbox"/>
<input type="checkbox"/>	10. _____	<input type="checkbox"/>
<input type="checkbox"/>	11. _____	<input type="checkbox"/>
<input type="checkbox"/>	12. _____	<input type="checkbox"/>
<input type="checkbox"/>	13. _____	<input type="checkbox"/>
<input type="checkbox"/>	14. _____	<input type="checkbox"/>
<input type="checkbox"/>	15. _____	<input type="checkbox"/>

### Points to Keep in Mind:

1. Break big tasks up into smaller, more manageable things-to-do.
2. Prioritise your goals for the day and, as much as possible, do the most important ones first.
3. Stick to a policy of doing something now rather than later.
4. Always think of how you can best use the present time.
5. Do your best to make every day count.