

STRUCTURED DAILY "TO-DO" LIST

Instructions: Assign times to *essential* tasks for the day. Prioritize each task as high, medium, or low.

Day _____

	Time	TASK	<i>Estimated Time</i>	<i>Completed</i>	Priority
Morning					
Afternoon					
Evening					

Day _____

	Time	TASK	<i>Estimated Time</i>	<i>Completed</i>	Priority
Morning					
Afternoon					
Evening					