

Personal To-Do Checklist

Date: _____

Top 3 Priorities

- ☐ _____
- ☐ _____
- ☐ _____

Tasks

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Notes / Reflections

Write your reflections or important notes here...