

To-Do List for the Week of: Click or tap to enter a date.

Urgent and Important – work with urgent deadlines	Not Urgent, but Important – preparing and planning for the future
Urgent and Not Important – life's interruptions	Not Urgent and Not Important – hobbies and stress relieving activities

Task Completion Priority

- 1. Urgent and Important
- 2. Urgent and Not Important
- 3. Important and Not Urgent
- 4. Not Urgent and Note Important

Weekly Reflection – How did it go? What worked? What didn't work?	