

To Do List

	Task	Priority	Done or Delegated
1		High ☐ Low ☐	Done ☐ Delegated ☐
2		High ☐ Low ☐	Done ☐ Delegated ☐
3		High ☐ Low ☐	Done ☐ Delegated ☐
4		High ☐ Low ☐	Done ☐ Delegated ☐
5		High ☐ Low ☐	Done ☐ Delegated ☐
6		High ☐ Low ☐	Done ☐ Delegated ☐
7		High ☐ Low ☐	Done ☐ Delegated ☐
8		High ☐ Low ☐	Done ☐ Delegated ☐
9		High ☐ Low ☐	Done ☐ Delegated ☐
10		High ☐ Low ☐	Done ☐ Delegated ☐
11		High ☐ Low ☐	Done ☐ Delegated ☐
12		High ☐ Low ☐	Done ☐ Delegated ☐
13		High ☐ Low ☐	Done ☐ Delegated ☐
14		High ☐ Low ☐	Done ☐ Delegated ☐
15		High ☐ Low ☐	Done ☐ Delegated ☐
16		High ☐ Low ☐	Done ☐ Delegated ☐
17		High ☐ Low ☐	Done ☐ Delegated ☐
18		High ☐ Low ☐	Done ☐ Delegated ☐
19		High ☐ Low ☐	Done ☐ Delegated ☐
20		High ☐ Low ☐	Done ☐ Delegated ☐