



Your "To Do" List Task Management System



Weekly Task Planner

INSTRUCTIONS: Complete this page once every week (and review every morning to plan out the day's tasks). *Be sure to review your diary for the week and consider your meetings and other commitments.* **Tip:** Don't overload yourself – working on one big project task per day may well be enough.

This Week's Big Project Tasks

List your top 3-5 big project tasks – in priority order

- 1.
- 2.
- 3.
- 4.
- 5.

Filler Tasks

What smaller, one-off tasks could you complete in 30 minutes or less?

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Future Tasks/Ideas

Don't lose an important idea or upcoming task.

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Delegate / Get Help

What will you delegate? What do you need (or want) help with?

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Next Week's Big Project Tasks

Make a note here of your top priorities to work on next week.

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Personal Tasks

What do you need to do to take care of you? What birthdays, anniversaries are happening this week?

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Your "To Do" List

Task Management System



Daily Task Planner

INSTRUCTIONS: Use this page daily (morning or night before) to plan out your day's tasks. Review the completed Weekly Task Planner (page 1) and focus on your Top 3 Priorities. **Tip:** *Don't overdo it! Check your diary and think about what you are likely to achieve given your pre-existing commitments. Working on one big project task and 1-3 filler tasks per day may be enough.*

My Top 3 Priorities This Week (in priority order):

1. 2. 3.

	Daily Work Priorities		Personal Tasks
Monday	BIG PROJECT TASK/s •	FILLER TASKS • • •	<i>Eg. Exercise, Pay bills, Birthdays</i> •
Tuesday	BIG PROJECT TASK/s •	FILLER TASKS • • •	<i>Eg. Exercise, Pay bills, Birthdays</i> •
Wednesday	BIG PROJECT TASK/s •	FILLER TASKS • • •	<i>Eg. Exercise, Pay bills, Birthdays</i> •
Thursday	BIG PROJECT TASK/s •	FILLER TASKS • • •	<i>Eg. Exercise, Pay bills, Birthdays</i> •
Friday	BIG PROJECT TASK/s •	FILLER TASKS • • •	<i>Eg. Exercise, Pay bills, Birthdays</i> •

Notes

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