

Place your most dreaded task in the HARDEST Task box. Complete this task first and draw a line thru it.  
Items that must be accomplished TODAY go in the respective box. Limit these to 2-3 of your most critical tasks.  
If something can be done LATER this week, place the task in that box.  
NOTES: self-explanatory.

**HARD**<sub>est Task</sub>

Must be done **TODAY**

**LATER** this week

**NOTES**