

TO DO LIST

REBECCA BORMANN



DATE:

URGENT

NOT URGENT

IMPORTANT

DO

COMPLETE ASAP

A large, rounded rectangular area with a light orange background, containing ten horizontal lines for writing.

DECIDE

SCHEDULE A TIME TO COMPLETE

A large, rounded rectangular area with a light orange background, containing ten horizontal lines for writing.

NOT IMPORTANT

DELEGATE

WHO COULD HELP ME?

A large, rounded rectangular area with a light orange background, containing ten horizontal lines for writing.

DELETE

TAKE IT OFF THE LIST

A large, rounded rectangular area with a light orange background, containing ten horizontal lines for writing.

TO DO LIST



DATE:

URGENT

NOT URGENT

IMPORTANT

DO

COMPLETE ASAP

Handwriting lines for the 'DO' section.

DECIDE

SCHEDULE A TIME TO COMPLETE

Handwriting lines for the 'DECIDE' section.

NOT IMPORTANT

DELEGATE

WHO COULD HELP ME?

Handwriting lines for the 'DELEGATE' section.

DELETE

TAKE IT OFF THE LIST

Handwriting lines for the 'DELETE' section.