

WEEK OF:

ULTIMATE To-Do LIST



EVERYTHING I WANT TO ACCOMPLISH

3 MAIN PRIORITIES FOR THE WEEK

3 MINI TASKS PER DAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1.	1.	1.	1.	1.	1.	1.
2.	2.	2.	2.	2.	2.	2.
3.	3.	3.	3.	3.	3.	3.

The Ultimate To-Do List

Thank you for downloading the Ultimate To-Do List from <http://sagegrayson.com>. This easy-to-use worksheet will help you organize your weekly priorities and plan daily mini tasks to keep you moving forward.

Instructions

- In the first section, write down all of the to-dos that are in your head. Don't worry about putting them in order or grouping them into categories. Just do a complete "brain dump."
- Next, choose your 3 main priorities for the week. Be realistic with yourself. Choosing any more than 3 main priorities will make you feel rushed and stressed. Really think about what's most important and what could wait until next week.
- Finally, give yourself 3 mini tasks to do every day that lead you closer to accomplishing your 3 main goals for the week. Baby steps are awesome! You can accomplish a lot by doing just a little every day.



Who's Sage?

Hey there! I'm Sage Grayson, a former book editor turned life and business coach. I'm a Life Editor . . . and so are you!

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