Daily To-Do List

Separate must-do tasks, quick wins, and tasks that can wait.

THREE ESSENTIALS

- ☐
- ☐
- ☐

OTHER TASKS & QUICK WINS

- ☐
- ☐
- ☐
- ☐
- ☐
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- ☐
- ☐
- ☐
- ☐

KEEP YOUR FOCUS

Waiting on

Park for later