Priority 2-Fold To-Do List   
(with goal dates)

|  |  |  |  |
| --- | --- | --- | --- |
| **#ITEM** | **TOP PRIORITY TASKS** | **GOAL DATE** | **DONE** |
| **1** |  |  |  |
|
| **2** |  |  |  |
|
| **3** |  |  |  |
|
| **SECONDARY TASKS** | | | |
| **1** |  |  |  |
|
| **2** |  |  |  |
|
| **3** |  |  |  |
|
| **4** |  |  |  |
|
| **5** |  |  |  |
|
| **6** |  |  |  |
|
| **7** |  |  |  |
|
| **8** |  |  |  |
|
| **9** |  |  |  |
|
| **10** |  |  |  |
|
| **NOTES** | | **TODAY'S DAY AND DATE** | |
|  | |  | |
|
|
|
|

|  |  |  |  |
| --- | --- | --- | --- |
| **#ITEM** | **TOP PRIORITY TASKS** | **GOAL DATE** | **DONE** |
| **1** |  |  |  |
|
| **2** |  |  |  |
|
| **3** |  |  |  |
|
| **SECONDARY TASKS** | | | |
| **1** |  |  |  |
|
| **2** |  |  |  |
|
| **3** |  |  |  |
|
| **4** |  |  |  |
|
| **5** |  |  |  |
|
| **6** |  |  |  |
|
| **7** |  |  |  |
|
| **8** |  |  |  |
|
| **9** |  |  |  |
|
| **10** |  |  |  |
|
| **NOTES** | | **TODAY'S DAY AND DATE** | |
|  | |  | |
|
|
|
|