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DAILY TO-DO LIST

1 big · 3 medium · 5 small

DATE	DAY	ENERGY / MOOD	HOURS AVAILABLE

1 big thing

	If only one thing gets done today, it is this
☐	

3 medium tasks

	Task
☐	
☐	
☐	

5 small tasks

	Task
☐	
☐	
☐	
☐	
☐	

IF THERE IS TIME

WAITING ON

MOVE TO TOMORROW