

TO-DO

A b c	Due Date	Item, Task, project	Who	Started	Done
B	N/A	Oil wood floor	Joe P	yes	
C	N/A	Tape notes on concentration	Joe P	yes	
B	N/A	Call Lazy Boy	Anya	No	
A	Today	Dr. Appointment @3:30	Joe P	yes	yes
B	N/A	Super glue counter	Joe P	No	
B	N/A	Hang glass art	Joe P	Yes	
B	N/A	Fix plugin bedroom	Joe P	No	
A	Today	Physical Therapy	Joe P	Yes	yes
C	N/A	Dog park with Carly	Joe P	No	
B	9/18	Send an update to the team	Joe P	yes	

Notes:

DATE ____ / ____ / ____ MAKE YOUR TO-DO LIST EMPLOYING THE RATING GAME

<p>“A” priority tasks get 40 points. “ B” Priority items are 5 points. All “C” priority tasks are worth one point.</p>	PRIORITY	STARTED	DONE
	A		
	A		
	B		
	B		
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	B		
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	B		
	B		
	B		
	B		
	B		
	C		
	C		
	Wish List Total		Completed total

Divide the daily completed total by the wish list total. Being above 50% is what we strive for. Over 80% is excellent. (Get your A-priorities done!)

TO-DO

a b c	Due Date	Item, Task, project	Who	Started	Done
B	<i>N/A</i>	<i>Oil wood floor</i>	<i>Timmy</i>	yes	
C	<i>N/A</i>	<i>Journal notes on conference call</i>	<i>Timmy</i>	yes	
B	<i>N/A</i>	<i>Call Lazy Boy</i>	<i>Beth</i>	No	
A	<i>Today</i>	<i>Dr. Appointment @3:30</i>	<i>Timmy</i>	yes	yes
B	<i>N/A</i>	<i>Fix counter</i>	<i>Timmy</i>	No	
B	<i>N/A</i>	<i>Hang glass art</i>	<i>Timmy</i>	Yes	
B	<i>N/A</i>	<i>Run outlet to bedroom</i>	<i>Timmy</i>	No	
A	<i>Today</i>	<i>Workout</i>	<i>Timmy</i>	Yes	yes
C	<i>N/A</i>	<i>Dog park with Carly</i>	<i>Timmy</i>	No	
B	<i>9/18</i>	<i>Send an update to the team</i>	<i>Timmy</i>	yes	

Notes: