

# THINGS TO DO

PRIORITY

DATE

COMPLETED

<input type="checkbox"/>	1.	_____	<input type="checkbox"/>
<input type="checkbox"/>	2.	_____	<input type="checkbox"/>
<input type="checkbox"/>	3.	_____	<input type="checkbox"/>
<input type="checkbox"/>	4.	_____	<input type="checkbox"/>
<input type="checkbox"/>	5.	_____	<input type="checkbox"/>
<input type="checkbox"/>	6.	_____	<input type="checkbox"/>
<input type="checkbox"/>	7.	_____	<input type="checkbox"/>
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<input type="checkbox"/>	10.	_____	<input type="checkbox"/>
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<input type="checkbox"/>	13.	_____	<input type="checkbox"/>
<input type="checkbox"/>	14.	_____	<input type="checkbox"/>
<input type="checkbox"/>	15.	_____	<input type="checkbox"/>
<input type="checkbox"/>	16.	_____	<input type="checkbox"/>
<input type="checkbox"/>	17.	_____	<input type="checkbox"/>
<input type="checkbox"/>	18.	_____	<input type="checkbox"/>
<input type="checkbox"/>	19.	_____	<input type="checkbox"/>
<input type="checkbox"/>	20.	_____	<input type="checkbox"/>

## Points to keep in mind:

1. Break big tasks up into smaller
2. Stick to a policy of doing something now
3. Always think of how you can better use your present time
4. Do your best to make everything count