



# Today's Tasks

What tasks do you want or need to accomplish today?

The key to this list is specificity-- be as specific as possible in what you want to accomplish today. Break tasks into "Want to Accomplish" and "Need to Accomplish" categories.

As you go through the items on your Daily List, check them off as you complete them.

## Need to Accomplish

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Want to Accomplish

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

