

# DAILY TO DO LIST

MINIMAL

A4, A5, & Letter | Printable PDF

## Daily To Do List

Date: \_\_\_\_\_

### Priorities

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### To Do

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Notes

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list the most important events of the day under the priorities section at the top of the page



a simple note section at the bottom of the page for any misc. items that need to be written down throughout the day



a larger To-Do section to write down all of the things and events that need to be done throughout the day



By: SNTDesignStudio