

The Daily Task List

Date: July 19, 2010

↓	ABC	Daily Tasks
✓	A1	Planning and Solitude
✓	A2	Exercise
✓	A3	Complete slides for Time Mgmt Wkshp
➔	B1	Make copies of Time Mgmt Handouts (7/20/10.A2)
	C1	Buy a new lamp for the living room

Date: July 20, 2010

↓	ABC	Daily Tasks
✓	A1	Planning and Solitude
✘	A2	Exercise
ORH	A3	Make copies of Time Mgmt Handouts

For your reference

Code	Meaning
✓	Completed
➔	Forwarded
✘	Deleted
O	Delegated (put initials of delegate in circle)
●	In Process

Priority	Meaning
A	Must be done today – can’t go to sleep until it is
B	This is important and would be nice to do today. But if it’s not completed, its okay.
C	Icing on the cake – if it gets done, great. If not, no problem.

This icon signifies that there is a note attached to this task in the daily record of events.

Task A1 should always be “Planning and Solitude**”

