



# 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”

Date: July 20, 2010

### Daily Record of Events (DRE)

## Research Meeting – Project X

Drs. Smith and Jones attended. Determined project is worth pursuing. Will communicate progress by email weekly (created repeating task for 2 months). Dr. Smith email: John.Smith@ucdmc.ucdavis.edu; Dr. Jones email: Julie.Jones@ucdavis.edu (created contacts)

7/20/10.A2 Unable to exercise today because I had a sore Achilles tendon.

**7/20/10.A3**

Time Management and Presentations handouts should be sent to Rosemary Howard for copying no later than today.

# Journal

Traffic Ticket – photo type, at Fair Oaks and Howe. I was in the left turn lane and entered the Intersection while the light was still yellow. Will need to fight this one.

## Master Task List (MTL) aka ‘Someday/Maybe’

[illegible]