

# To Do List

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



	<b>Item: Break big projects down</b>	<b>How long will this take?</b>	<b>Scheduled in Calendar x✓</b>
1			
2			
3			
4			
5			

**What I need to make sure I can start the task immediately.:**

1	
2	
3	
4	
5	