

TO-DO LIST



















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TASK

TO - DO LIST

REWARD

TASK

DEADLINE



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TO - DO LIST



- _____
- _____
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- _____
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- _____

TO - DO



















Work Duration:

Task to Be Done:

Break Duration:

What I Want To Do?



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How To Plan Your Day Like A Boss

1. List the top most important task first
2. Be honest, and kind to yourself. Don't force yourself!
3. Breaking a big task into smaller task
4. Prioritize your task by color coding etc.
5. Set atleast 3 goals a day