

# YOUR Daily Tasks Sheet

<p><b>Utmost Importance</b> – Tasks that <b>MUST</b> be completed, today!</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li><li>5)</li><li>6)</li></ol>	<p><b>Very Important</b> – Tasks that <b>SHOULD</b> be completed, today!</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li><li>5)</li><li>6)</li></ol>
<p><b>Somewhat Important</b> – Tasks I will make an effort to get to!</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li><li>5)</li><li>6)</li></ol>	<p><b>Not Important</b> – Tasks I can complete at a later date!</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li><li>5)</li><li>6)</li></ol>