

## TO DO LIST - by Projects and Priorities

Project	Task	Importance		PRIORITIES (Print Out)		
		Rank	TimeValue	Deadline	TODAY	TOMORROW
Holiday Plans (Location/Dates)	Decide!	#1	10 mins.			
	Book flight	#2	20 mins.			
	Book hotel	#3	20 mins.			
Gifts	List who					
	List what					
	List where to buy					
Time (schedule)	When to shop					
	Cooking					
	Entertaining					
	Special Events					
	New Years plans					
Money	Items to budget					
	Budget made					
	Ideas for extra \$					
	Savings plan					
	Savings plan for next year!					
Wardrobe	Office Party					
	Christmas Day					
	New Years Eve					