



# To Done List Task Planning

## Plan the Work then Work the Plan



|                                      |  |  |         |  |
|--------------------------------------|--|--|---------|--|
| Priority<br><input type="checkbox"/> | Get Ready:<br><br>Obstacles:<br>if....then.... | Do:<br><br> | To Done | Why<br> |
|--------------------------------------|--|--|---------|--|

Get Done:

|                                      |  |  |         |  |
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Get Done:

