**To-Do List with Priorities**

Identifying which priority category each task on your to-do list falls under will help you with achieving your goals. Being realistic about the level of importance of each task can prevent you from becoming overwhelmed and, instead, keep you on track with what really needs to get done.

**Priority Levels:** **1** = must do today  **2** = do today or tomorrow **3** = will be urgent later

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| **THINGS TO DO TODAY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  DAY DATE |   |
| **Category** | **Level****(A, B, C)** | **Task** | **Est. Time Needed** | **Done?** |
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