

Weekly to do list

A simple template for keeping an effective weekly to do list.



Week commencing: _____

High-value tasks (important tasks that require at least a few hours of dedicated work)

Tasks description	Deadline	Complete?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Quick win tasks (less urgent tasks that can be picked up when you have spare time)

Tasks description	Complete?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>