

**Task-List**

Task	Timeline	Possible Excuse (One only)	Realistic	Reward
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	

Reminder: If it can be completed in two minutes or less, DO NOT put it on your task list!

**Prioritization Worksheet**

What needs to be finished before breakfast?

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What needs to be finished after breakfast?

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What needs to be finished before lunch?

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What needs to be finished after lunch?

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What needs to be finished before supper?

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What needs to be finished after supper?

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What needs to be finished before bed?

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**Housekeeper**

<u>Added Task</u>	<u>Timeline</u>
<b>Start Laundry</b>	
<b>Start Lunch</b>	
<b>Prep Dinner</b>	
<b>Errands</b>	
<b>Business Calls</b>	
<b>Blog Time</b>	
<b>Website Time</b>	
<b>Vlog Time</b>	
<b>Newsletter Time</b>	
Other	
Other	
Other	
Other	
Other	

Scratch Pad (Ideas, notes, etc.)