

PRIORITISED TASK LIST TEMPLATE

HIGH PRIORITY TASKS (URGENT AND IMPORTANT) <i>Do</i>		DATELINE
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
MEDIUM PRIORITY TASKS (URGENT BUT NOT IMPORTANT) <i>Delegate</i>		DATELINE
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
LOW PRIORITY TASKS (NOT URGENT BUT IMPORTANT) <i>Plan</i>		DATELINE
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

DISCLAIMER

While we strive to support you in your work deliverables with this template, any reliance you place on it is strictly your own