

To Do List Of the Day: _____

To Do Tasks (Step 1)	Area of Town/Locations (Step 2)	Time (Step 3)	Task Order Sequence (Step 4)

Instructions: (Step 1) When filling in your to do list, start by filling in all task items that need to be done. **(Step 2)** Then move on to filling in the Area and locations each task will take place. **(Step 3)** Set your timing for each task and be sure to write in any set appointments first so you can plan accordingly. **(Step 4)** The Task Order Sequence is a very important part of time management, as it will help you group the locations so that you can cut down on travel time, so be sure to take into consideration the locations of each task when planning the order of tasks.