**Priority To-Do Checklist**

|  |  |
| --- | --- |
| **Date:** |  |

|  |  |  |
| --- | --- | --- |
| **#No.** | **Top priority** | **Status** |
| **1** |  | Not Started |
| **2** |  | Not Started |
| **3** |  | Not Started |

|  |  |  |
| --- | --- | --- |
| **#No.** | **Other tasks** | **Status** |
| **1** |  | Not Started |
| **2** |  | Not Started |
| **3** |  | Not Started |
| **4** |  | Not Started |
| **5** |  | Not Started |
| **6** |  | Not Started |
| **7** |  | Not Started |
| **8** |  | Not Started |
| **9** |  | Not Started |
| **10** |  | Not Started |

|  |
| --- |
| **Notes** |
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