

From *Scattered* to *Sane*

WORK SHEET #6

My Most Important Tasks and Responsibilities

The Other Important/Urgent Things That Need My Attention

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If I Have Time

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Things to Do for Me - Pick at Least One Per Day

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

