

WEEK OF:

ULTIMATE To-Do LIST



EVERYTHING I WANT TO ACCOMPLISH

[Large empty box for listing all tasks]

3 MAIN PRIORITIES FOR THE WEEK

[Three empty boxes for main priorities]

3 MINI TASKS PER DAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1.	1.	1.	1.	1.	1.	1.
2.	2.	2.	2.	2.	2.	2.
3.	3.	3.	3.	3.	3.	3.

Ultimate To-Do List

Thank you for downloading the Ultimate To-Do List from Sage Grayson Coaching at <http://sagegrayson.com>. This easy-to-use worksheet will help you organize your weekly priorities and plan daily mini tasks to keep you moving forward.

Instructions

- In the first section, write down all of the to-dos that are in your head. Don't worry about putting them in order or grouping them into categories. Just do a complete "brain dump."
- Next, choose your 3 main priorities for the week. Be realistic with yourself. Choosing any more than 3 main priorities will make you feel rushed and stressed. Really think about what's most important and what could wait until next week.
- Finally, give yourself 3 mini tasks to do every day that lead you closer to accomplishing your 3 main goals for the week. Baby steps are awesome! You can accomplish a lot by doing just a little every day.

Who's Sage?



Hey there! I'm Sage Grayson.

I help ambitious career women edit their habits, routines, and mindsets to balance their happiness at work and home. I'm a Life Editor...and so are you! I live in Orlando, Florida, with my husband, Chris, and dog, Skyla.

Like this worksheet? Join the **Life Editor Clubhouse** at the SILVER Level for dozens of training classes, videos, and more!

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