Personal	
Must Do:	Must Do:
Should Do	Should Do
1:	1:
2:	2:
3:	3:
Can Wait:	Can Wait:
1:	1:
2:	2:
3:	3:
4:	4:
5:	5:
Must Do:	Must Do:
Should Do	Should Do
1:	1:
	1.
2:	2:
2: 3:	
	2:
3:	2: 3:
3: Can Wait:	2: 3: Can Wait:
3: Can Wait: 1:	2: 3: Can Wait: 1:
3: Can Wait: 1: 2:	2: 3: Can Wait: 1: 2: