

# Ultimate To-Do List



WEEK OF: \_\_\_\_\_

## EVERYTHING I WANT TO ACCOMPLISH

## 3 MAIN PRIORITIES FOR THE WEEK

## 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 set you up to 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, and I'm a kick-ass life coach who helps busy women make their lives a little sweeter. I live in the suburbs of San Francisco with my husband, Chris, and dog, Skyla.

Like this worksheet? Get more unstoppable motivation at <http://sagegrayson.com>.

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## FREE Ready, Set, Go! Call

Get your free Ready, Set, Go! coaching call. This is a 30-minute Skype video chat with me where we'll discuss the challenges you're facing, your big goals for your life, and how to get you there.

Let's get started today!

Sign up at <http://sagegrayson.com/ready-set-go-call/>.