

To-Do-Liste

Datum:



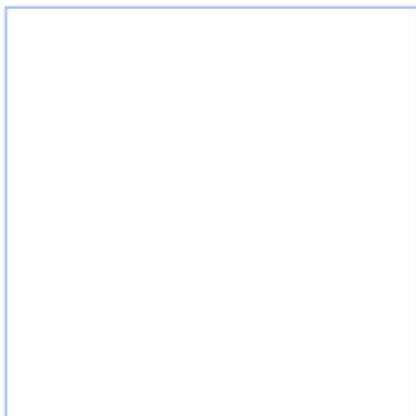
Meine 5 Prioritäten für den Tag

- _____
- _____
- _____
- _____
- _____



**WICHTIG, NICHT
DRINGEND**
Entscheide, wann
du es tust

**WICHTIG UND
DRINGEND**
Sofort tun

A large, empty rectangular box with a light blue border, intended for listing tasks that are important but not urgent.A large, empty rectangular box with a red border, intended for listing tasks that are both important and urgent.

**NICHT WICHTIG
ODER DRINGEND**
Später tun

**NICHT WICHTIG,
ABER DRINGEND**
Abwägen

A large, empty rectangular box with a light green border, intended for listing tasks that are neither important nor urgent.A large, empty rectangular box with a purple border, intended for listing tasks that are urgent but not important.