

MAKE YOUR OWN TO-DO LIST

Steps:

1. Choose the items on your to-do list based on the category. It could be a to-do list for daily tasks, a gratitude list, or even a shopping list.
2. You can give a nice and cool heading to your list.
3. Now, write down everything that needs to be done.
4. Create checkboxes against each task.
5. Keep it simple and short.
6. Put your to-do list in a place where you will see it regularly and check off the boxes as you finish each task.
7. Share your list with family and friends who can track your progress.



TEMPLATE FOR A TO-DO LIST

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