To Do

Enter each task below, then assign it a "priority" of A, B, C, or D. For each priority, enter the date when the task needs to be completed. In general, do the tasks shown in the "A" column first, followed by the "B" tasks, etc. Tasks in the "D" column are "D"elegated and the name or initials of the delegee should also be shown.

Function: _____

Done "X"	A (Date)	B (Date)	C (Date)	D (Date)	TASK — Enter due date for assigned priority (A–D) — if "D"elegated, show name also
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