

The Karleen Leveille Entrepreneurship Center

To Do List Form

To Do List: Jot the most important tasks you need to complete and only stick to those items.

To Do:	Completed
Lunch	

Self-Care Task List: Cultivating a successful career includes creating time for restorative activities. However, most people do not schedule that into their days and are surprised when they feel drained at the end of work. Start incorporating one or two activities that are fun, inspiring, or relaxing.

To Do:	Completed

What are you most proud of accomplishing today?