# Daily To-Do List Template

Fill in the lines with every task you plan to accomplish and the corresponding due date for the project related to that task.

Then, assign each task a number in the priority blank. Start with any overdue tasks or projects due today as number "1" (if there are multiple tasks that fit that description, then prioritize the ones that someone else is waiting on).

Once that's done, print out this PDF to check off the items manually or check them off on your computer and save the file for future reference.

**Today's date: _____** **Day of the Week: _____**

☐ _____ Due Date: _____ Priority: _____

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ASI Internship PROGRAM

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