



Today's date _____



4D CHECKLIST

Tasks to DO

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Tasks to DELEGATE

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Tasks to DELAY if needed

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Tasks to DROP altogether

- _____
- _____
- _____
- _____
- _____
- _____
- _____