Printable To-Do List

Reference / solved example

Transfer this invented example to the matching fields in the blank form: Task: Read notes; Priority: High; Due: Mon; Done: leave blank.

Answer: Task = Read notes; Priority = High; Due = Mon; Done = blank.

Task	Priority	Due	Done
Read notes	High	Mon	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.