



Category	Item Name	Priority	Assignee	Status
Personal Care	Brush Teeth	High	John Doe	Completed
Personal Care	Shower	High		
Personal Care	Dress Up	Medium		
Personal Care	Skincare Routine	Medium		
Personal Care	Prepare Breakfast	High		
Work Tasks	Check Emails	High	Jane Smith	In Progress
Work Tasks	Update To-Do List	Medium		
Work Tasks	Attend Team Meeting	High		
Work Tasks	Review Calendar	Medium		
Work Tasks	Work on Priority Task	High		
Household Chores	Make Bed	Medium	Alice Johnson	Not Started
Household Chores	Clean Kitchen	Medium		
Household Chores	Take Out Trash	Low		
Household Chores	Water Plants	Low		
Household Chores	Organize Desk	Medium		
Fitness	Morning Stretch	Medium	Bob Brown	Completed
Fitness	Go for a Walk	Medium		
Fitness	Meditate	Medium		
Fitness	Hydrate	High		
Fitness	Plan Meals	Medium		

NOTES & COMMENTS

[illegible]