

# Hot-Simmer-Backburner

**HOT**

Items that are HOT need to be accomplished TODAY

**SIMMER**

These items can SIMMER for 1-2 days

**BACKBURNER**

You can leave these tasks on the BACKBURNER for at least 3 days, but don't forget about them!

Week of: \_\_\_\_\_

**HOT**

**SIMMER**

**BACKBURNER**

**MON**

**TUE**

**WED**

**THU**

**FRI**

**SAT**

**SUN**