

WEEKLY PLAN	
Week:	
Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	Notes

DAILY PLAN FORM		
DATE:		
<i>What is the best use of my time right now?</i>		
Today	Next action steps	
priority		✓
<u>Appts</u>		
6:00		
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
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8:00		
9:00		
10:00		
Results	Tasks completed	<input type="checkbox"/>
Priorities	1-MUST do	
	2-SHOULD do	
	3-COULD do	
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