



THINGS TO DO TODAY

Name		Date	
Priority	Date	Activity	Completed
1			
2			
3			
4			
5			
6			
7			
8			
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10			
11			
12			
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NOTES

The six principals of Time Management

1. Create a daily to do list	2. List Goals and set priorities A, B, C
3. Do A's First	4. Handle each piece of paper only once
5. Do it now!	6. What is the best use for my time right now!