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| **DAY PLANNER** |
| Date: |
| Priority | Activity | Completed (√) |
|  | 1 |  |
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| **The Five Principles of Time Management** |
| 1. Create a daily list of tasks.2. Give each task a priority A, B, C.3. Ensure that you work on "A" tasks first. | 4. Make the best use of your time.5. Don't postpone anything - Do it now! |