|  |  |  |  |
| --- | --- | --- | --- |
| **DAY PLANNER** | | | |
| Date: | | | |
| Priority | Activity | | Completed (√) |
|  | 1 | |  |
|  | 2 | |  |
|  | 3 | |  |
|  | 4 | |  |
|  | 5 | |  |
|  | 6 | |  |
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|  | 10 | |  |
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|  | 12 | |  |
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|  | 21 | |  |
|  | 22 | |  |
|  | 23 | |  |
| **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! | |