

DAY PLANNER

Date:

Priority	Activity	Completed (v)
	1	
	2	
	3	
	4	
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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!