DAILY TASK SHEET

TODAY IS Mon / Tue / Wed / Thu / Fri / Sat / Sun Date: _____

From	**Today's Tasks / Comments** Start day at: _____ Finish day at: _____	Priority	Estimated time	Actual Time	Code

Read these expressions three times today (place a ☑ in the box as you need)

'"The few things that work fantastically well should be identified, cultivated, nurtured and multiplied." - Richard Koch	"Nothing is particularly hard if you divide it into small jobs." - Henry Ford	"One can have no smaller or greater mastery than mastery of oneself" - Da Vinci

Priority
H – High
M – Medium
L - Low

Code
☑ - Completed
→ - Moved or Transferred
O - Delegated(insert initials)
X - Deleted

Fax to: (02) 5301 6170

From: _____

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