Theme _____ Date _____

Goal of the day _____

Resources _____

_____

_____

Important&Urgent

Important&Not urgent

Not urgent&Important

8:00-9:00 _____

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9:00-10:00 _____

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10:00-11:00 _____

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11:00-12:00 _____

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12:00-13:00 _____

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13:00-14:00 _____

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14:00-15:00 _____

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15:00-16:00 _____

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16:00-17:00 _____

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17:00-18:00 _____

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18:00-19:00 _____

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20:00-21:00 _____

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21:00-22:00 _____

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22:00-23:00 _____

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Notes

Not urgent&NotImportant

W M H S

Income _____

Revenue _____

Expenses _____

Habits _____/_____

+ _____

_____

- _____

Questions

Outsource

Collaborations

Notes

Dream

Purpose

Desires

New deadlines

Ideas

Meetings

Non done

?