

Date \_\_\_\_\_

Notes

\_\_\_\_\_’s Project List

- \_\_\_\_\_ DUE \_\_\_\_\_
- \_\_\_\_\_ DUE \_\_\_\_\_
- \_\_\_\_\_ DUE \_\_\_\_\_
- \_\_\_\_\_ DUE \_\_\_\_\_
- \_\_\_\_\_ DUE \_\_\_\_\_
- \_\_\_\_\_ DUE \_\_\_\_\_

Daily repeat

Urgent and Important

Important but Not Urgent

Urgent but Not Important (Delegate)

Not Urgent, Not Important (Delete)