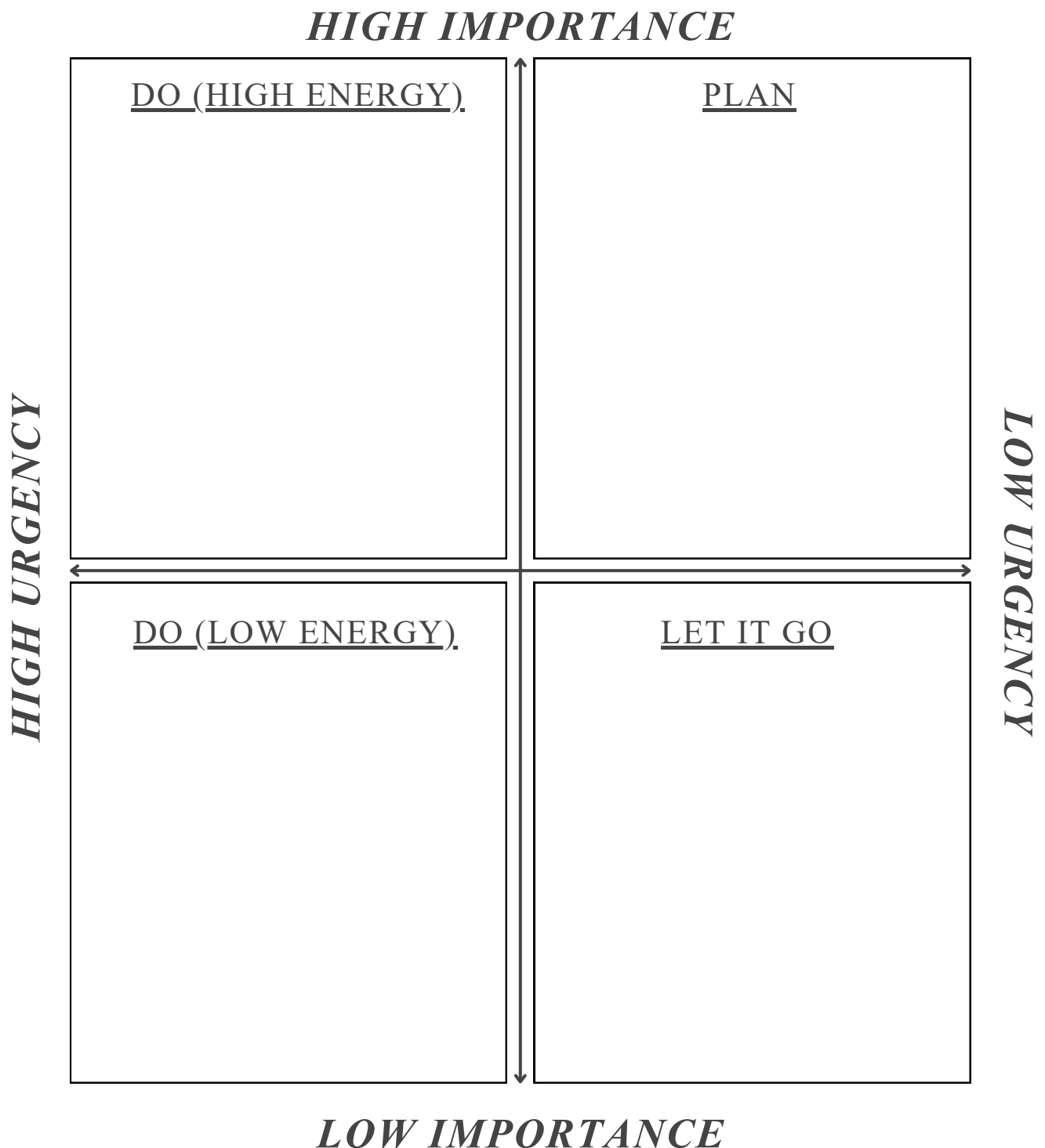




# Priority Matrix

After listing all to-do's of the week, organize them below to get clear on what needs priority. Use abbreviations to save time.



# Daily Actions

Divide the most important ('DO') tasks over the week, include deadlines (DL) if applicable.

	<i>TASK</i>	<i>DL</i>
<i>MONDAY</i>		
<i>TUESDAY</i>		
<i>WEDNESDAY</i>		

	<i>TASK</i>	<i>DL</i>
<i>THURSDAY</i>		
<i>FRIDAY</i>		
<i>SATURDAY</i>		
<i>SUNDAY</i>		