

DAY PLANNER

Date:

Priority	Activity	Completed (✓)
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	19	
	20	
	21	
	22	
	23	
The Five Principles of Time Management		
1. Create a daily list of tasks.	4. Make the best use of your time.	
2. Give each task a priority A, B, C.	5. Don't postpone anything - Do it now!	
3. Ensure that you work on "A" tasks first.		