

# Things to do

Date:

When you **PLAN** before acting you get the job done

**SAFELY      BETTER      MORE EFFICIENTLY**

## Projects

Priority

Completed


## Tasks

Priority

Completed


**Notes:**

### The six Principles of Time Management

1. Create a daily to do list
2. List goals and set priorities. A,B,C...
- 3 Do A's first
4. Handle each piece of paper only once
5. Do it now!
6. What is the best use of my time right now.

**GET YOUR ACT TOGETHER.**