

M T W T F S S
(Circle the day)

JANUARY 01

TOPMOST PRIORITY FOR THE DAY

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Accomplished



Not Accomplished

TO DO (HIGH PRIORITY)	S	TIME SLOT	APPOINTMENTS / COMMITMENTS
	<input type="checkbox"/>		Morning
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
TO DO (MEDIUM PRIORITY)	S		Afternoon
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		Evening

S (Status): DONE (✓) DELETED (X) DELEGATED (↓) DEFERRED (→)

NOTES (AGENDA / MINUTES OF THE MEETING)

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Be a Leader, Be Janaab !!!

