WEEK OF: DATE MONTH **2007**

Every morning, identify your three most important tasks. The idea is that even if you only get to your red number one task, you will still have a productive day. Use the green "other" boxes for any tasks that come up during the day.

MON	TUE	WED	THU	FRI
1 COMPLETE	1 COMPLETE	1 COMPLETE	1 COMPLETE	1 COMPLETE
2 COMPLETE	2 COMPLETE	2 COMPLETE	2 COMPLETE	2 COMPLETE
3 COMPLETE	3 COMPLETE	3 COMPLETE	3 COMPLETE	3 COMPLETE
O COMPLETE	O COMPLETE	O COMPLETE	O COMPLETE	O COMPLETE

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