maze

Time Management Tool
Daily Action Plan

Day

Date

Flexible Tasks which must be done each day

1

2

3

4

5

Flexible Tasks and Fixed Appointments
(or tasks that you want to make fixed)

AM

PM

Notes, Ideas, Reminders & Messages
which arise during the day

Flexible Tasks and Time Fillers
Which could **(or should!)** be done today

People

Phone

Emails & Paperwork

01664 454040
Another 'free to use' resource from **mazetraining.com**

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