



Corporate Design  
& Print Solutions

# Things To Do Today

Priority	Date / /	Done
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### The six principles of time management:

1. Create a daily To Do list.
2. List goals and set priorities e.g. 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?

At the end of the day, re-enter incomplete items for tomorrow.