

DAY PLAN

Time remaining excluding appointments and meetings in the planner

Unexpected Time

Time available

TOTAL of priorities (1, 2, 3...)

| Category | Priorities | Task | Duration | | | | |
|--------------------|------------|-------|----------|-----|-----|-----|-----|
| | | | 5' | 15' | 30' | 45' | 60' |
| UI | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| To do | | - | | | | | |
| | | total | | | | | |
| UI | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| To plan | | - | | | | | |
| To delegate | | - | | | | | |
| To do to get ahead | | - | | | | | |
| | | total | | | | | |
| UI | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| Unexpected | | - | | | | | |
| | | total | | | | | |
| UI | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| | | - | | | | | |
| For Yourself | | - | | | | | |
| | | total | | | | | |

U = Urgent

I = Important