Priorities day/date ………………………...

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| What is my overall GOAL for today? Where should my focus be?  |
| ***Today’s priorities*** - List everything on the left column & rank each item in the right column **A** = must happen, **B**= good to get done, **C** = not important  |
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| ***At day’s end, write up tomorrow’s priorities so you’re ready to go!***  |