

TRIAGE PLAN FOR _____ 20_____

MAJOR COMMITMENTS FOR TODAY

- _____
- _____
- _____

EMAILS/LETTERS TO WRITE

- _____
- _____
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PHONE CALLS TO PLACE/RETURN

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ESSENTIAL TASKS TO FULFILL COMMITMENTS

- _____
- _____
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- _____

MY GOTTA WANNAS

- Exercise
- _____
- _____
- _____
- _____
- _____

OFFICE DUTIES FOR THE DAY

- _____
- _____
- _____
- _____