DAILY PLANNER		
Key Tasks	Planned	Actual
Other Tasks	Planned	Actual
Î Add unplanned and urgent items to the bottom of the list		
00: 25 task 00: 05 break 00: 25 task 00: 05 break 00: 25 task 00: 05 break	> 00: 25 task	00: 30 break