

My templates

Daily-template


```
Tags: #Daily
```

```
## Todo:
```

```
## Today:
```

Eisenhower

[See addendum 3: Eisenhower](#)

```
## Eisenhower Matrix 
```

```
### URGENT + IMPORTANT
```

```
*Do it now*
```

```
- [ ] Task 1
```

```
- [ ] Task 2
```

```
- [ ] Task 3
```

```
### URGENT, NOT IMPORTANT
```

```
*Delegate or do it after tasks above*
```

```
- [ ] Task 1
```

```
- [ ] Task 2
```

```
- [ ] Task 3
```

```
### IMPORTANT, NOT URGENT
```

```
*Decide when to do it*
```

```
- [ ] Task 1
```

```
- [ ] Task 2
```

```
- [ ] Task 3
```

```
### NOT URGENT, NOT IMPORTANT
```

```
*Do it later / Dump it*
```

```
- [ ] Task 1
```

```
- [ ] Task 2
```

```
- [ ] Task 3
```

Gantt mermaid

```
``` mermaid
gantt
 title A Gantt Diagram
 dateFormat YYYY-MM-DD
 section Section
 A task :a1, 2014-01-01, 30d
 Another task :after a1 , 20d
 section Another
 Task in sec :2014-01-12 , 12d
 another task : 24d
```
```

Issue steps

- [] Rule 1: Descriptions - The "next moves" are specified.
- [] Rule 2: Owners - The steps are assigned to a person.
- [] Rule 3: Insurance Policies - The risk is covered
- [] Rule 4: Checkup Appointments - The time and place for follow-up is specified

Kipling

```
## Kipling:
```

```
> I have six honest serving men
> They taught me all I knew
> I call them What and Where and When
```

```
> And How and Why and Who
```

- What is the problem?
- Where is it happening?
- When is it happening?
- Why is it happening?
- How can you overcome this problem?
- Who do you need to get involved?
- When will you know you have solved the problem?

Empty meeting notes

```
Tags:

**Present**

-

## Notes

### Actions

- [ ]

## Agenda
```

Table

```
Log_updates	What
```

Time Tijd

```
{{time}}
```

Today vandaag

```
{{date}}
```

Cornell method

[See the Addendum 3 on Cornell method](#)

```
# {{date}} {{title}}

## Notes

## Keywords / Comments

## Summary
```