

## Plan Today , Use Tomorrow

use your time wisely.

Plan For

write date

	<b>Plan For</b>	
	<b>Important</b>	<b>Un Important</b>
<b>Urgent</b>	<i>Urgent - Important</i>	<i>Urgent - Unimportant</i>
<b>Not Urgent</b>	<i>Not urgent - Important</i>	<i>Not urgent - unimportant</i>

Note: