Daily Priority Matrix

Date:

	Due Soon	Not Due Soon
	Do it immediately	Schedule
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Important		
	Do it last	Re-evaluate (can be ignored)
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Not Important		
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Notes		

Daily	Priority	Matrix
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Date:

	Due Soon	Not Due Soon
	Do it Immediately	Schedule
Important		
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	Do it last	Re-evaluate (can be ignored)
Not Important		
No		

Daily Priority Matrix	Date:
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