my role	long – term goal	short-term steps

my personal mission statement

WEEKLY TASKS AND ACTIVITIES	URGENT	NOT URGENT		
IMPORTANT				
NOT IMPORTANT				

	MON	TUE	WED	THU	FRI	SAT	SUN
EARLY MORNING							
LATE MORNING							
NOON							
EARLY AFTERNOON							
LATE AFTERNOON							
EVENING							
NIGHT							