**A screenshot of a computer

AI-generated content may be incorrect.Effective Planner Guide Inspired by Stephen Covey**

A screenshot of a computer screen

AI-generated content may be incorrect.

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| my role | long–term goal | short-term steps |
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| my personal mission statement |
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| WEEKLY TASKS AND ACTIVITIES | URGENT | NOT URGENT |
| IMPORTANT |  |  |
| NOT  IMPORTANT |  |  |

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