## **Action Plan**

MON		TUE		WED		ТНО	FRI
Complete 2		Complete 2		Complete 2		Complete 2	Complete 2
For next week  Urgent Important, Not urgent Important				magnificant but not urgent. Not			Next month
Urgent	important, Not urgent		Important but not urgent		NOL	urgent, not important	vext month
Notes/Reminders:							