



Prioritize Your Day

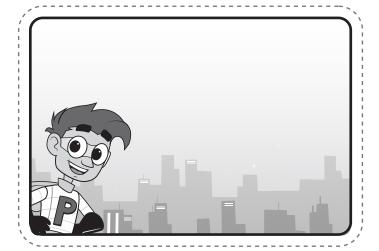
As we get more responsibilities, it is important to write down the tasks you need to accomplish each day. This helps us organize and prioritize each task.

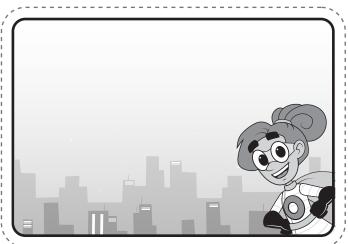
Organize your day by writing out different responsibilities you have onto cards. Cut the cards out, then organize the cards into three categories: Very Important, Important, Not Important.

Very Important

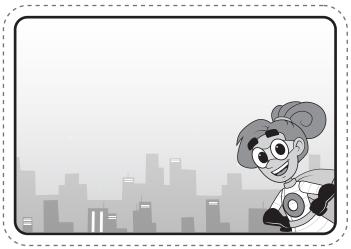
Important

Not Important











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