PRIORITISED DAILY TASK LIST

DONE	ABC	TASK	DONE	ABC	CALLS TO RETURN	PHONE NUMBER

Remember:

Plan your day FIRST.

Prioritise in order of importance.

- A = Must be done today
- B = Can be done tomorrow
- C = Must be done by the end of the week.

Rank the order of the task.

Tick it off as you go.

Avoid distractions.

VALUE your time.

