

My three priority tasks

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People to contact

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My schedule for today

Start time \_\_\_\_\_  
\_\_\_\_\_

Morning break \_\_\_\_\_  
\_\_\_\_\_

Lunchtime \_\_\_\_\_  
\_\_\_\_\_

Afternoon break \_\_\_\_\_  
\_\_\_\_\_

Finish time \_\_\_\_\_  
\_\_\_\_\_

Other tasks / notes

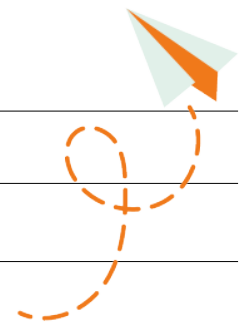
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3 things I'm grateful for today

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