AQ PROJECT PLANNER

MY PROJECT GOAL

DUMP ZONE: OTHER IDEAS (TO DEAL WITH LATER)

TODAY'S MUST-DO TASKS

1. _____
   _____
2. _____
   _____
3. _____
   _____

NOTES:

TODAY'S COULD-DO TASKS

1. _____
   _____
2. _____
   _____
3. _____
   _____

NOTES:

*FOCUS ON TODAY'S TASKS AND DUMP THE REST FOR LATER!

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*TRACK YOUR PROGRESS BY KEEPING NOTES AND JOTTING DOWN IDEAS!

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*TRACK YOUR PROGRESS BY KEEPING NOTES AND JOTTING DOWN IDEAS!

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GRAPH PAPER

Name: