

DATE: _____

DAILY PLAN

I'M GRATEFUL FOR:

APPOINTMENTS:

M T W T F S S

TODAYS BUSINESS GOALS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

TO DO LIST:

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Time Management TIPS

- **PLAN & PRIORITISE**– but remember no matter how organised we are, there are always only 24 hours in a day.
- **What are your time bandits?** Set a goal to eliminate a persistent time thief –e.g. turn off FB, or don't answer personal calls, while working.
- **Time yourself on tasks** to see what is eating your time. Toggl is a great free app for doing this.
- **Learn to delegate / outsource** –In order to scale and grow your business.



How many cups of water today ? 1 2 3 4 5

 Versatile VA

www.versatileva.com.au

HAVE A WONDERFUL PRODUCTIVE DAY!

enquiries@versatileva.com.au

Support Leads to Success

DAILY PLANNER

DATE: _____

APPOINTMENTS:

M T W T F S S

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TODAYS GOALS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

MENU:

TO DO LIST:

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NOTES:

DAILY PLAN

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APPOINTMENTS:

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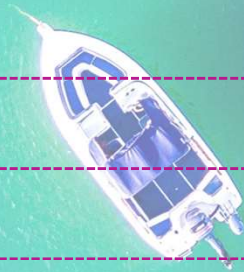
MENU:

NOTES:

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A series of horizontal dashed lines for writing notes, overlaid on a background image of a teal fishing net.

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