

Productivity Tips to Stay Positive, Directed & Focused Activity Template 3

Time Management Activity: Recording Daily Goals & Objectives

If you'd like personal coaching, to achieve more success with your life, career or time, contact Kathryn McKinnon at support@Kathryn-McKinnon.com

What I really need to accomplish today:

(I'll list my goals starting with the most important to least important and check them off as I complete each task or goal.)

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