

Daily Prioritizer

	Time	Activity
Urgent	7:00 - 8:00am	
	8:00 - 9:00am	
	9:00 - 10:00am	
	10:00 - 11:00am	
Important	11:00 - 12:00pm	
	12:00 - 1:00pm	
	1:00 - 2:00pm	
	2:00 - 3:00pm	
Ongoing	3:00 - 4:00pm	
	4:00 - 5:00pm	
	5:00 - 6:00pm	
	6:00 - 7:00pm	
Trivial	7:00 - 8:00pm	
	8:00 - 9:00pm	
	9:00 - 10:00pm	
	10:00 - 11:00pm	