Daily Prioritizer

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|  | **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 |  |