

Brilliant Time Management

Goal for today: The theme or goal that dominates today	By the end of today, I will ...	
Must-do Tasks (Important or Important and Urgent)	Fixed Tasks or Appointments (You can also use this to schedule your "must-do" tasks)	Can-do Tasks (Tasks that can fill gaps in the day)
<input type="checkbox"/>	08:00	13:30
<input type="checkbox"/>	08:30	14:00
<input type="checkbox"/>	09:00	14:30
<input type="checkbox"/>	09:30	15:00
<input type="checkbox"/>	10:00	15:30
<input type="checkbox"/>	10:30	16:00
<input type="checkbox"/>	11:00	16:30
<input type="checkbox"/>	11:30	17:00
<input type="checkbox"/>	12:00	17:30
<input type="checkbox"/>	12:30	18:00
<input type="checkbox"/>	13:00	18:30
		Conversations & calls to make