

Weekly Planner

Monday

Important		
Not Important		
	Urgent	Not Urgent

Tuesday

Important		
Not Important		
	Urgent	Not Urgent

Wednesday

Important		
Not Important		
	Urgent	Not Urgent

Thursday

Important		
Not Important		
	Urgent	Not Urgent

Friday

Important		
Not Important		
	Urgent	Not Urgent

Saturday

Important		
Not Important		
	Urgent	Not Urgent