A close-up of a business card

AI-generated content may be incorrect.

Job priority and weekly planner

List the jobs/tasks in the left hand column and place a tick in the box relevant to their order of importance.

Plot the tasks on the planner accordingly.

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| JOB/TASK TO BE COMPLETED | URGENT | WITHIN A WEEK | WITHIN 2 WEEKS | NOT URGENT |
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| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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