## THE TASK

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IMPORTANT  Why?  Business or Personal			NOT IMPORTANT  Why?						
					Quick	Long	Stuck	Task it Sooner	Task It Later
					Do it.		_		Choose Another Task
	Steps:		Additional Notes:						
		_							
		_							
		_							
			<b>_</b>						
		Obstacles:							
Mindful Minut	l es Given:								