

## Spa & Beauty Management Time Management: Do it Now

Everyday:							
Month:		Day:			Date:		
Today who's important to me:							
Today what's important to me:							
Today me:							
Planned Bookings					To Do List		
Time	Prof. booked appointments	Personal booked appointments	Prioritise	Compl.	Top 10 Priorities		
AM							
6am					1		Completed
7am					2		
8am					3		
9am					4		
10am					5		
11am					6		
12pm					7		
1pm					8		
2pm					9		
3pm					10		
4pm							
5pm					Urgent		
6pm					Important		
7pm					Tomorrow		
8pm					Tasks Completed:		
9pm							
PM							