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SIX MOST IMPORTANT TASKS

FOR (DATE) | WRITTEN THE EVENING BEFORE BY | CARRIED FROM YESTERDAY

Rank	Task (in order of importance)	Started	Done
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐

Work on task 1 until it is finished before starting task 2. Move anything unfinished to tomorrow's list and rank again.

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