Time Allocation Worksheet: September 8 - 12, 2003

TIME	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	prof/pers	Important?	Urgent?	Hours	Activity/Tasks	prof/pers	Important?	Urgent?	Hours	Activity/Tasks	prof/pers	Important?	Urgent?	Hours	Activity/Tasks	prof/pers	Important?	Urgent?	Hours	Activity/Tasks	prof/pers	Important?	Urgent?	Hours	Activity/Tasks
7 am - noon																									
noon - 5 pm																									
5 pm - 10 pm																									
Other																									

Time Allocation Worksheet: September 8 - 12, 2003

| Total | | |