| Arbeitsblatt für die Tagesplanung | | | | | | |
|---|---|---|---|---|---|---|
| **Wochentag:** | | | | **Datum:** | | |
| **Aufgabe** | **Länge** | **Priorität** | Entscheiden | **Tagesdominante** | | |
| | | | | **1st** | | |
| | | | | **2nd** | | |
| | | | | **3rd** | | |
| | | | | **Uhrzeit** | **Termine und Arbeitsplanung** | |
| | | | | 07:00 | | |
| | | | | 08:00 | | |
| | | | | 09:00 | | |
| | | | | 10:00 | | |
| | | | | 11:00 | | |
| | | | | 12:00 | | |
| Telefon: | | | | 13:00 | | |
| | | | | 14:00 | | |
| | | | | 15:00 | | |
| | | | | 16:00 | | |
| | | | | 17:00 | | |
| | | | | 18:00 | | |
| Besprechungen | | | | 19:00 | | |
| | | | | 20:00 | | |
| | | | | 21:00 | | |
| | | | | 22:00 | | |
| **Aufgaben** | **Länge** | **Priorität** | **Entscheiden** | Deadline: Uhrzeit | Deadline: Datum | **Nachbereiten** |
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**Setzkasten**

| | | | |
|---|---|---|---|
| 1 | Pause: 5 min | 3 | 1 |
| 5 | Pause 10 min | 3 WH | 2 |
| Pause 20 min | 5 WH | 8 | 2 WH |
| 1 & 5 WH | | 3 & 8 WH | 2 WH |

Dringlichkeit

Wichtigkeit