

Tagesplan

| Datum: | | Wichtig | | | |
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| 06:00 | | √ | | | |
| 06:30 | | | | | |
| 07:00 | | | | | |
| 07:30 | | | | | |
| 08:00 | | | To Do | Priorität | √ |
| 08:30 | | | | | |
| 09:00 | | | | | |
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| 18:00 | | | Telefon / E-Mail | Priorität | √ |
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| 22:00 | | | Essen | | |
| 22:30 | | | | | |
| 23:00 | | | | | |
| 23:30 | | | Trinken | √ | |

| Arbeit | √ | Gesundheit | √ | Sport | √ | Haushalt | √ | Freizeit | √ |
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