

¿EN QUÉ SE CONSUME MI DÍA?

Instrucciones:

Registra detalladamente cómo distribuyes tu tiempo durante un día laboral típico.

Llena el formato con las 8 actividades que sientas, te llevaron más tiempo durante el día.

Luego, asigna una prioridad del 1 al 5 a cada actividad, donde 1 representa baja prioridad y 5 alta prioridad, según la importancia de cada tarea para tus objetivos personales o profesionales.

Nota: Cada Intervalo des de 15 munutos

The image shows a circular time management chart. The chart is divided into a grid of 15-minute intervals. A grey rectangular box with dashed lines is positioned on the left side of the chart, intended for listing activities. The chart is currently blank, with no data entered.

HIGH IMPACT TASKS

Semana del: al: de:

Domingo		Notas:

Lunes:		Notas:

Martes:		Notas:

Miércoles:		Notas:

Jueves:		Notas:

Viernes:		Notas:

Sábado:		Notas:

NOT-TO DO LIST

The image features a 2x4 grid of eight rectangular boxes with torn, hand-drawn edges. Each box is empty and intended for text. The boxes are arranged in two rows and four columns. Each box is connected to its adjacent neighbors (up, down, left, and right) by a yellow diagonal line that crosses the corners of the boxes. The background is a light gray with a repeating pattern of small, faint icons related to business, finance, and productivity, such as lightbulbs, charts, coins, and the words 'IDEA' and 'WORK'. In the top right corner, there is a dark red and black geometric graphic element.

MASTER LIST

