

**time manager - activity scheduler**

*I manage my time by scheduling and protecting my activities*

**w/c**

	<b>mon</b>	<b>tue</b>	<b>wed</b>	<b>thu</b>	<b>fri</b>	<b>comments/actions follow-up notes</b>
<b>am</b>						
<b>lunch</b>						
<b>pm</b>						