



ACHIEVEMENTS UNLIMITED **Creating Your Future... Right Now**
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Task List

Reviewing your Goals list, break the achievement of each goal down into separate steps or tasks. Date each step as to when you can reasonably expect to complete it. Review this information when you plan your week in your daytimer so you can keep all aspects of your life in balance and up to date.

Quadrant: _____ **Goal:** _____

Done	Task	Projected Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
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