

## Task Planner

*Manager Manager's direct reports*

Priority	Low	Medium	High
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Deadline:	9am 1.30pm	10am 2.30pm	11am 3.30pm	12noon 4.30pm
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Date needed: \_\_\_\_\_

Confidential: Yes \_\_\_\_\_ No \_\_\_\_\_

Copies to: \_\_\_\_\_  
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Special Instructions:

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Sent: \_\_\_\_\_

Version #: \_\_\_\_\_

Filepath: \_\_\_\_\_