planMAX!

improve your productivity and
maximise your effectiveness

Personal Memoranda

Name

Address

Telephone

Mobile

Office

Fax

Identity Card No

Driving License

Insurance No

Blood Group

In case of emergency please notify

Name

Telephone

Address

Goals and Dreams

Everyone has goals in life. We dream by nature, and aspire to become someone great, or possess wealth, or to gain knowledge. Somehow along the journey of life however, we lost track of these things that matter a lot to us. This section is to help you remember your goals and dreams – your personal mission statement.

What is your personal mission statement? We think that by defining your personal mission statement in a place where you can see it would help remind yourself of it. In a world where we are lost in the hustle and bustle of life, a little reminder of why we are doing what we are doing helps maintain a little direction, as well as a checkpoint for ourselves.

We have also indicated space for you to note the values that you uphold and cherish, for when you have difficulties in making a decision, you would be able to consult this page as a decision factor.

Further on you will see more spaces for goals and steps to take to achieve them. We recommend you filling them up so you can see them and be reminded as you work towards fulfilling them.

Personal Mission Statement In Life

My Core Values

Goal

Steps to meet Goal

Goal

Steps to meet Goal

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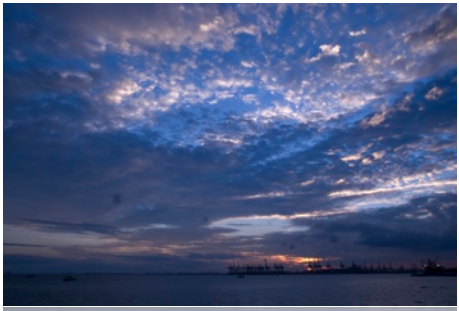

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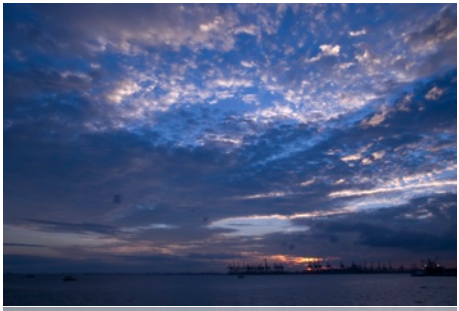

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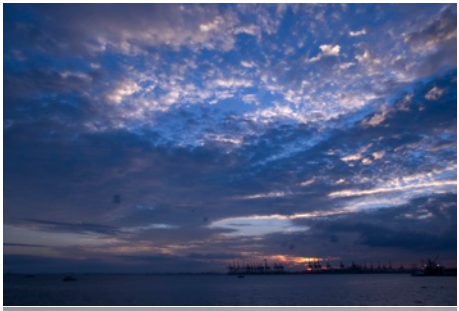

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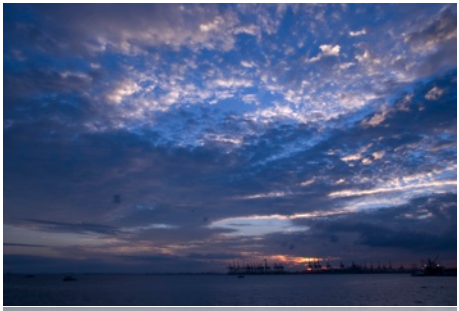

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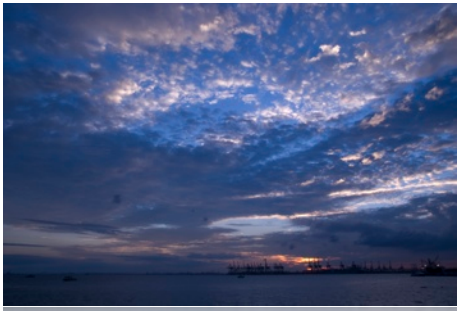

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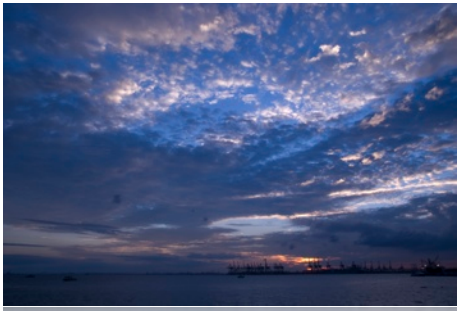

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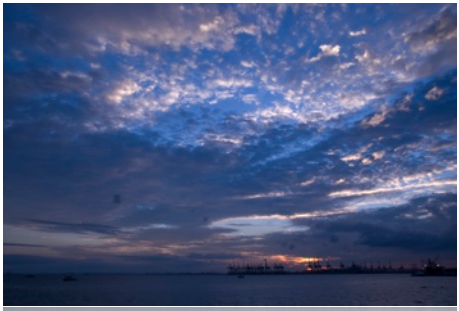

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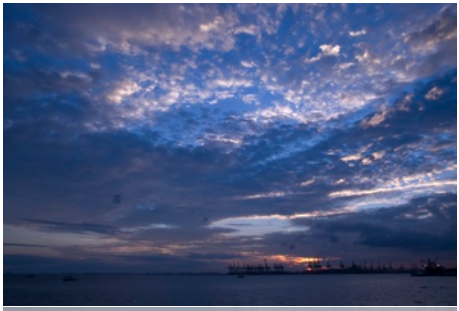

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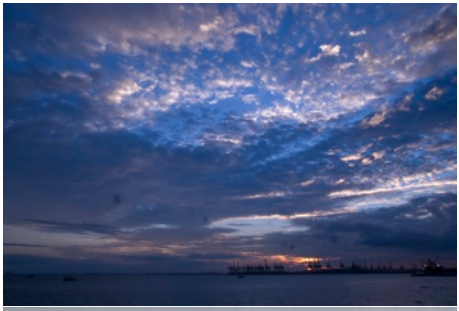

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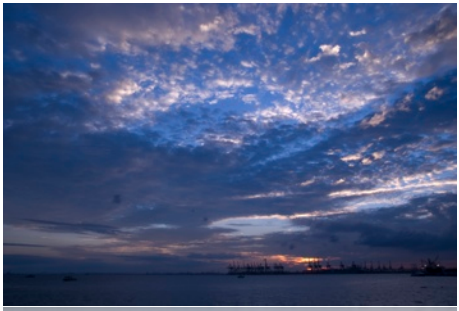

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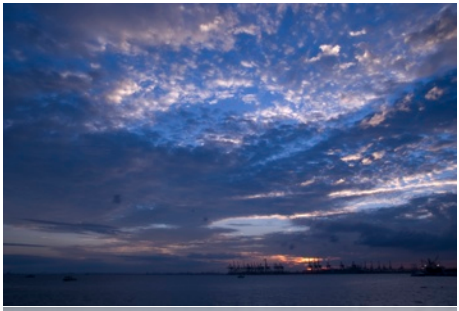

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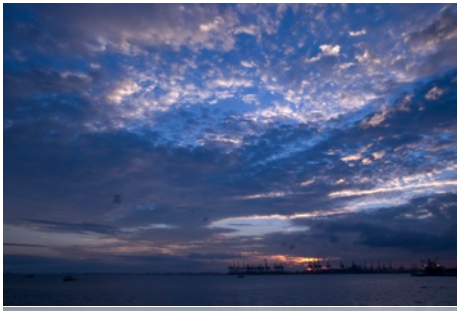

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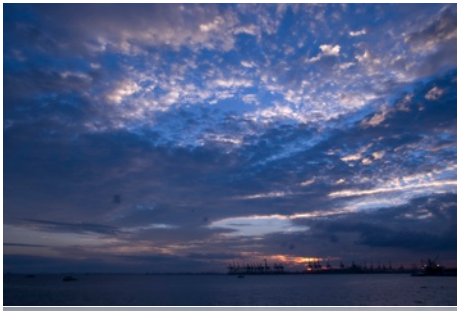

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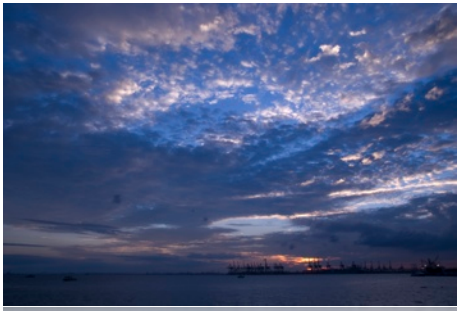

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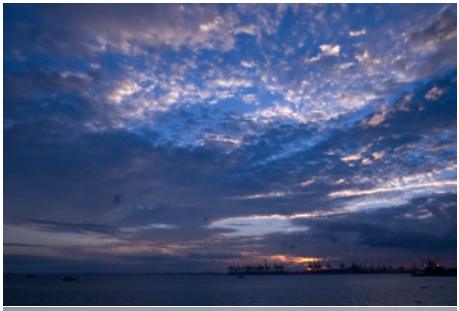

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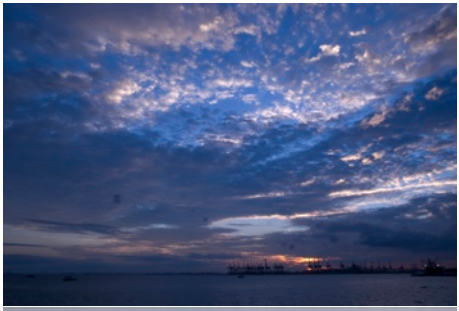

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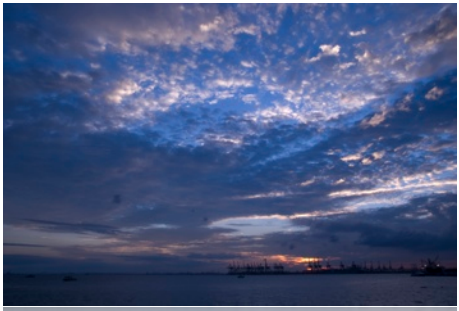

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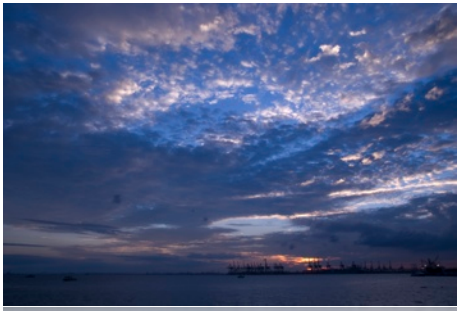

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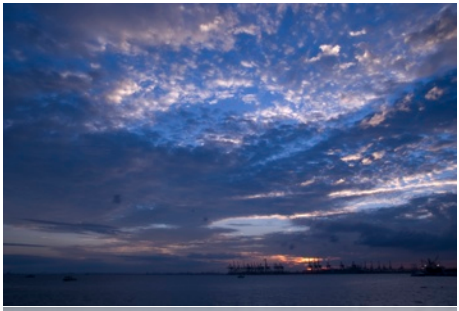

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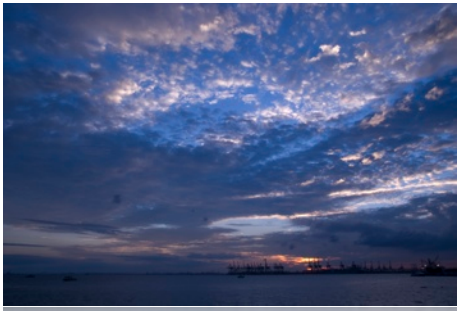

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Understanding your Personal To-do Quadrant

PlanMax comes with a detachable personal to-do quadrant to help you plan the sequence of items that you should be working in. It helps to know at a glance what your important agenda is and to check your progress throughout the day.

Using the to-do quadrant will save you time and help you complete your important tasks first. Here's how to use it:

1. Write down your tasks on individual pieces of sticky notes provided.

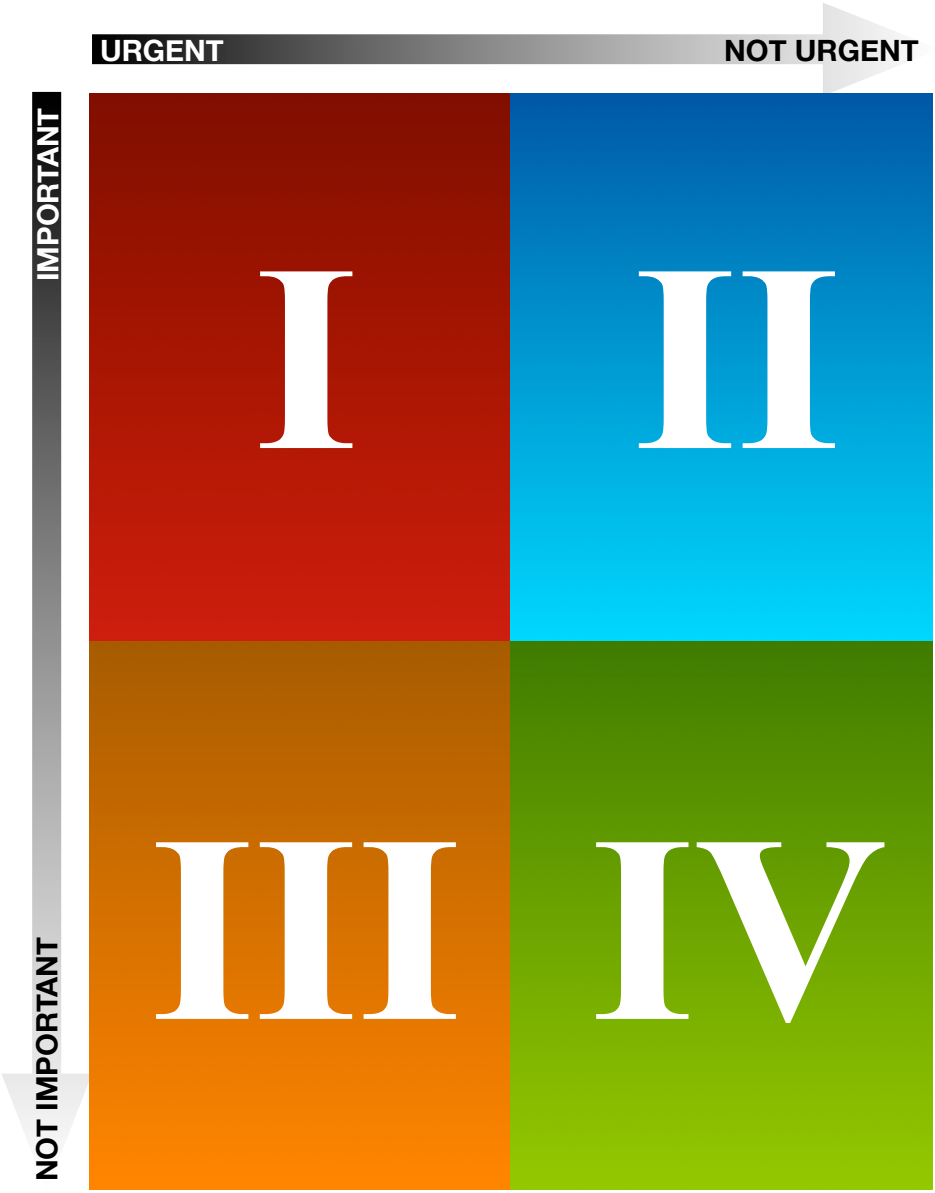
2. Move the tasks to the quadrant, based on the urgency and importance of the tasks.

3. Finish the tasks on quadrant 1 first - the most urgent and important tasks that should be given attention to.

4. Finish Quadrant 2 when Quadrant 1 frees up - before they become Quadrant 1 tasks!

That's it!

The To-do Quadrant is designed to help you, the user, see what is important and needs doing at a glance. Feel free to toss away done tasks to free up your to-do quadrant – and to switch priority on the tasks as you see fit. A detachable to-do Quadrant also comes along with PlanMax.



HOW TO BE MORE EFFECTIVE ?

1. **FOCUS ON QUADRANT I AND II,**
   TRY NOT TO DO QUADRANT II AND IV
2. **DECREASE QUADRANT I BY SPENDING MORE TIME**
   IN QUADRANT II