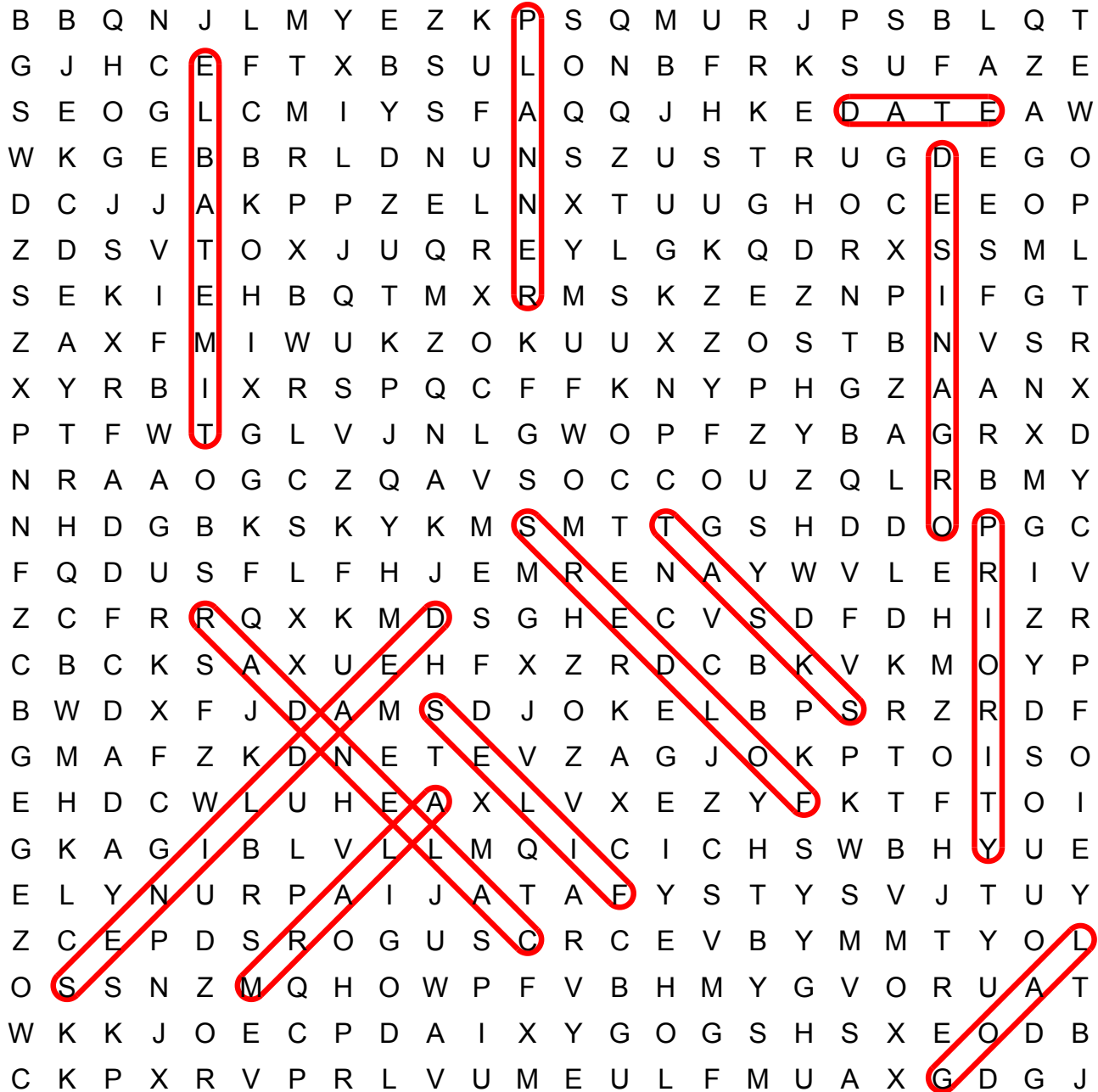


Name: _____

Date: _____

Being organised - key words



deadlines

timetable

organised

priority

calendar

folders

planner

files

tasks

alarm

date

goal