

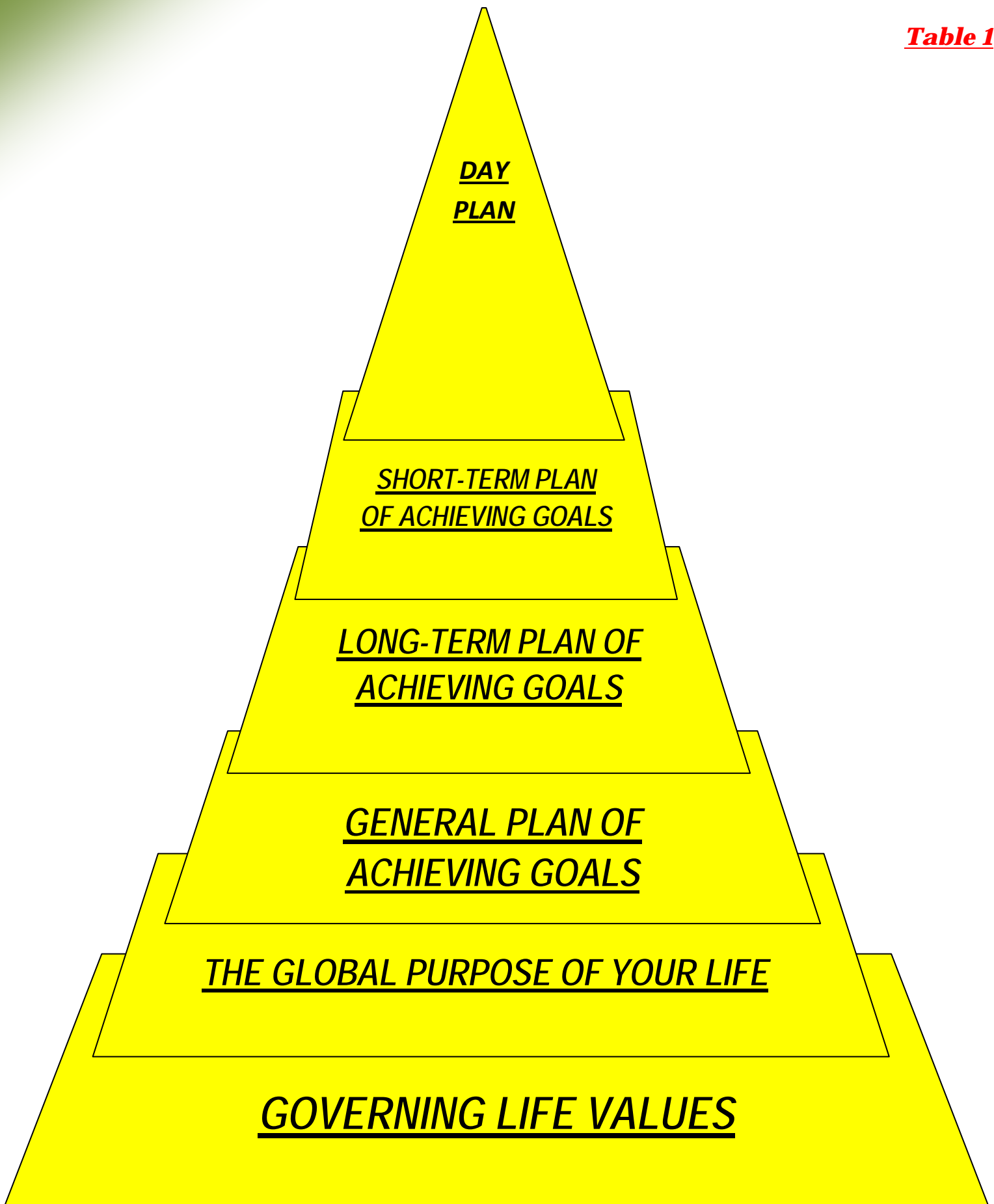
*Teacher of nations is a man, who restrained time*

**System of self-perfection**  
**and self-control of**  
**Benjamin Franklin**

*«Oh, omnipotent God!  
Generous Father! Merciful advisor! Strengthen the  
wisdom in me, which could open the truth before me.  
Strengthen me in decision to accomplish that which has  
been dictated by this wisdom. Accept my sincere actions  
directed at Your children, as my repayment for Your  
never-ending care  
for me».*

**The highest wisdom is to know one self!**

*I wish you success! With love, Victoriia Melnik.*



**Table 2**

**GENERAL PLAN OF ACHIEVING GOALS**

Direction of activities

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**THE GLOBAL PURPOSE**

My dream, what I want to accomplish in life

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**GOVERNING LIFE VALUES**

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**DAY PLAN**

#	Priorities	Status	Task description
1	A	V	Finish making amendments in the program
2	C	→date	Finish the article on Benjamin Franklin's system
3	A	V	Congratulate a friend on his birthday
4	B	X	Get some information about April course
5	C	V	Get my coat from the dry-cleaning
6	B	V	Buy some detergent and toilet paper
7	C	→date	Reply the e-mails concerning the last game

**The following symbols are recommended:**

- ✓ High-priority tasks - letter "A"
- ✓ Intermediate - letter "B"
- ✓ Low-priority - letter "C".

***The tasks indicated with "A" and "B" take 50% of time***

*Once a month you should take a day off to finish the unfinished.*

***The status column shows you where you are on each task:***

**V - completed tasks**

**X - canceled tasks**

(you will want to write the reason why a task was canceled)

**→Data - postponed tasks**, the entry is copied to the plan of another day, and this date is put in the Status column of the initial one.

**DAY PLAN**

<i>No</i>	<i>Priorities</i>	<i>Status</i>	<i>Task description</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			



*The highest wisdom is to know one self!*

*I wish you success! With love, Victoriia Melnik.*