

Daily Planning Sheet

Today's Date:

PEOPLE TO SEE			
✓	Time	Person	P

PHONE CALLS TO MAKE			
✓	Person	Number	P

EMAIL TO WRITE		
✓	Person/Subject	P

THINGS TO DO		
✓	What	P

✓	ITEMS TO GET	P

✓	WORK: PLAN,ORGANIZE,DELEGATE	P
	P/O/D	

LEGEND:
 1. Assign a priority to each task. 2. P = priority column. 4. Draw a line through tasks scrapped.
 3. ✓ = column to check when done. 5. Save these sheets & analyze.

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