



DAILY WORK SCHEDULE

HIGH PRIORITY TASKS

8:00 AM

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

CONTACTS

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

REMIND OTHERS

2:00 PM

2:30 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

5:00 PM

NOTES FOR TOMORROW