



470-7447  
or  
800-777-6110

**DAILY PLANNING WORKSHEET**

THINGS TO DO TODAY \_\_\_\_\_

DATE: \_\_\_\_\_

Tasks to Complete	Done	Appointments to Keep
		7:00
		8:00
		9:00
		10:00
		11:00
		12:00
Phone Calls to Make	Done	
		1:00
		2:00
		3:00
People to See	Done	4:00
		5:00
		6:00
		7:00

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