

date: \_\_\_\_\_ M Tu W Th F Sa Su

top 5 list:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

to do:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

appointments:

time:	event:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

daily routine:

**Early Morning:**

- make bed & pick up bedroom
- shower & get ready
- breakfast
- unload-load dishwasher
- 15-minute pickup

**Mid-Morning:**

- catch up on email
- work on blogs
- follow up with clients
- thaw any dinner items
- do a load of laundry
- lunch

**Afternoon:**

- run errands
- house projects
- dinner prep
- fold laundry
- catch up on email
- catch up on voicemail
- get mail and paper

**Evening:**

- dinner
- 15-minute pickup
- pack lunches
- prepare for tomorrow
- load and run dishwasher
- work on blogs
- respond to emails & comments
- pick out clothes for tomorrow
- write out tomorrow's "top 5"

meal plan:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

exercise: \_\_\_\_\_ min.



to buy:

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notes:

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