

# Your daily schedule

## Buttoned Up™

Stay on top of where you need to be and which tasks absolutely, positively must get done today.

today's date: \_\_\_\_\_

**today, i must do:**

\_\_\_\_\_ ○  
\_\_\_\_\_ ○  
\_\_\_\_\_ ○  
\_\_\_\_\_ ○

**today, i must contact:**

\_\_\_\_\_ ○  
\_\_\_\_\_ ○  
\_\_\_\_\_ ○  
\_\_\_\_\_ ○

**notes**

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6 <sup>am</sup>	_____	○
7 <sup>am</sup>	_____	○
8 <sup>am</sup>	_____	○
9 <sup>am</sup>	_____	○
10 <sup>am</sup>	_____	○
11 <sup>am</sup>	_____	○
12 <sup>pm</sup>	_____	○
1 <sup>pm</sup>	_____	○
2 <sup>pm</sup>	_____	○
3 <sup>pm</sup>	_____	○
4 <sup>pm</sup>	_____	○
5 <sup>pm</sup>	_____	○
6 <sup>pm</sup>	_____	○
7 <sup>pm</sup>	_____	○
8 <sup>pm</sup>	_____	○
9 <sup>pm</sup>	_____	○
10 <sup>pm</sup>	_____	○
11 <sup>pm</sup>	_____	○
12 <sup>am</sup>	_____	○