

# WEEKLY TO DO LIST

*this week*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

**MUST DO THIS WEEK**

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

**CALLS TO MAKE**

1. \_\_\_\_\_  
re: \_\_\_\_\_

2. \_\_\_\_\_  
re: \_\_\_\_\_

3. \_\_\_\_\_  
re: \_\_\_\_\_

4. \_\_\_\_\_  
re: \_\_\_\_\_

5. \_\_\_\_\_  
re: \_\_\_\_\_

**EMAILS TO WRITE**

1. \_\_\_\_\_  
re: \_\_\_\_\_

2. \_\_\_\_\_  
re: \_\_\_\_\_

3. \_\_\_\_\_  
re: \_\_\_\_\_

4. \_\_\_\_\_  
re: \_\_\_\_\_

5. \_\_\_\_\_  
re: \_\_\_\_\_

**THE COMPLETE LIST OF THINGS TO DO**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**10 MINUTE "JUST GET IT DONE" PROJECTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NOTES**

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