

## to do:

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## appointments:

time:      event:

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## to buy:

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## notes:

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## 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"