

# DAILY PLANNER

TO BE DONE TODAY \_\_\_\_\_

PRIORITY/ TIME	ACTIVITY	COMPLETED/ NOTES
		8:00
		8:30
		9:00
		9:30
		10:00
		10:30
		11:00
		11:30
		12:00
		12:30
		1:00
		1:30
		2:00
		2:30
		3:00
		3:30
		4:00
		4:30
		5:00
		NOTES
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____

EXPENSES	HOTEL	AUTO RENTAL	FOOD	TRAVEL	GAS/OIL/TOLLS PARKING	MISC.	ENTERTAINMENT
EXPLANATION _____							