daily to do's **date:**

Daily Focus

Top Three Things

1 _____

2 _____

3 _____

I must complete

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Don't Forget!!!

I really should

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

calls, emails, texts,

_____ ☎ ✉ ⌂

_____ ☎ ✉ ⌂

_____ ☎ ✉ ⌂

_____ ☎ ✉ ⌂

_____ ☎ ✉ ⌂

_____ ☎ ✉ ⌂

_____ ☎ ✉ ⌂

if I have time

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

errands to run

_____

_____

_____

_____

_____

_____

Worries for Another Day

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