

DAILY TO-DOS

date: _____

FOCUS FOR THE DAY

———— **Important and Urgent Tasks** ————

———— **Other Tasks** ————

———— **Fun Stuff** ————

My Daily Top Three

1 _____

2 _____

3 _____

DO NOT FORGET

———— **Calls, Emails, Texts** ————

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———— **Errands to Run** ————

WORRIES FOR ANOTHER DAY

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———— **Errands to Run** ————

WORRIES FOR ANOTHER DAY