

date: _____

DAILY TO-DOS

FOCUS FOR THE DAY

My Daily Top Three

- 1 _____
- 2 _____
- 3 _____

DO NOT FORGET

Important and Urgent Tasks

Calls, Emails, Texts

☎ ☒ 🏠

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Other Tasks

Fun Stuff

Errands to Run

WORRIES FOR ANOTHER DAY

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