DAILY TO-DOS MY DAILY TOP THREE FOCUS FOR THE DAY DO NOT FORGET —— IMPORTANT AND URGENT TASKS —— ———— CALLS, EMAILS, TEXTS ———— **2** 🖂 角 ☎ ⋈ 🕈 ☎ ⋈ 🕈 **2** 🖂 角 _____OTHER TASKS ___ ≅ ⋈ 🕈 ☎ ⋈ 🕈 ERRANDS TO RUN ———— FUN STUFF ———— **WORRIES FOR ANOTHER DAY**

FOCUS FOR THE DAY	MY DAILY TOP THREE 1 2 3
—— IMPORTANT AND URGENT TASKS ——	DO NOT FORGET
	CALLS, EMAILS, TEXTS
OTHER TASKS	8 × f
	ERRANDS TO RUN
FUN STUFF	WORRIES FOR ANOTHER DAY

DAILY TO-DOS

DAILY TO-DOS MY DAILY TOP THREE FOCUS FOR THE DAY DO NOT FORGET —— IMPORTANT AND URGENT TASKS —— ———— CALLS, EMAILS, TEXTS ———— **2** 🖂 角 ☎ ⋈ 🕈 ☎ ⋈ 🕈 **2** 🖂 角 _____OTHER TASKS ___ ≅ ⋈ 🕈 ☎ ⋈ 🕈 ERRANDS TO RUN ———— FUN STUFF ———— **WORRIES FOR ANOTHER DAY**

FOCUS FOR THE DAY	MY DAILY TOP THREE 1 2 3
—— IMPORTANT AND URGENT TASKS ——	DO NOT FORGET
	CALLS, EMAILS, TEXTS
OTHER TASKS	8 × f
	ERRANDS TO RUN
FUN STUFF	WORRIES FOR ANOTHER DAY

DAILY TO-DOS