

DAILY TO-DOS

DATE: _____

FOCUS FOR THE DAY

MY DAILY TOP THREE

- 1 _____
- 2 _____
- 3 _____

IMPORTANT AND URGENT TASKS

OTHER TASKS

FUN STUFF

DO NOT FORGET

CALLS, EMAILS, TEXTS

_____	  
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_____	  
_____	  
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_____	  

ERRANDS TO RUN

WORRIES FOR ANOTHER DAY

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