

DAILY PLAN



BEFORE YOU BEGIN:

- 1. COLLECT YOUR TASKS INTO MAIN LIST**
- 2. REVIEW YOUR CALENDAR**

TODAY HAVE TOs

TIME
ESTIMATED

TIME AVAILABLE:

WANT TOs

TIME
ESTIMATED

TIME AVAILABLE:

TOMORROW HAVE TOs

TIME
ESTIMATED

TIME AVAILABLE:

**DOES ANYTHING LISTED
NEED TO BE BROKEN DOWN
FURTHER?**