

# Daily Planning Sheet

Date: \_\_\_\_\_

## **Letters/Emails To Write**

## Items To Be Obtained

## People To See

## Phone Calls To Make

## Things To Be Done

## Appointments

## Things To Be Planned

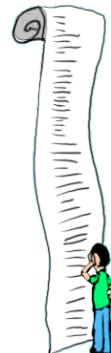
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Use the small blank to list the priority of each activity and begin your day with #1.