

Daily Planning Sheet

Date: _____

Letters/Emails To Write

Items To Be Obtained

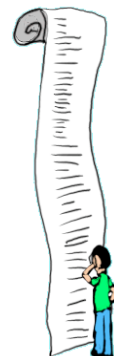
People To See

Phone Calls To Make

Things To Be Done

Appointments

Things To Be Planned



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