

Daily Tasks

- Timesheet
- File Emails
- _____
- _____
- _____

My 3 Most **Important** Tasks for TODAY

- 1.
- 2.
- 3.

TODAY'S DEADLINES

Things I need to speak with other staff about today:

My current PROJECTS and their ACTIONS for TODAY

Calls to make

Emails to send

Let our advance worrying become advance thinking and planning.

- Winston Churchill

Personal bits to get done