

**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*