date: _____ M Tu W Th F Sa Su

top 5 list:

1 _____ ☐
2 _____ ☐
3 _____ ☐
4 _____ ☐
5 _____ ☐

to do:

appointments:

time: event:

daily routine:

Early Morning:

- ☐ make bed & pick up bedroom
- ☐ shower & get ready
- ☐ breakfast
- ☐ unload-load dishwasher
- ☐ 15-minute pickup

Mid-Morning:

- ☐ catch up on email
- ☐ work on blogs
- ☐ follow up with clients
- ☐ thaw any dinner items
- ☐ do a load of laundry
- ☐ lunch

Afternoon:

- ☐ run arrends
- ☐ house projects
- ☐ dinner prep
- ☐ fold laundry
- ☐ catch up on email
- ☐ catch up on voicemail
- ☐ get mail and paper

Evening:

- ☐ dinner
- ☐ 15-minute pickup
- ☐ pack lunches
- ☐ prepare for tomorrow
- ☐ load and run dishwasher
- ☐ work on blogs
- ☐ respond to emails & comments
- ☐ pick out clothes for tomorrow
- ☐ write out tomorrow's "top 5"

meal plan:

exercise: min.

to buy:

notes:

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