

date: _____ M Tu W Th F Sa Su

meal plan:

top 5 list:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

to do:

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 errands
 - 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"

exercise: _____ min.



to buy:

notes:

appointments:

time:	event:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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