## Date:

## Date:

Today's Must-Do Tasks	Schedule	Today's Must-Do Tasks	Schedule
	9		9
	10		10
	11		11
	12		12
	1		1
	2		2
	3		3
	4		4
Daily Goals/Habits (fill in)	5	Daily Goals/Habits (fill in)	5
	6		6
	7 8		7 8
Extra To-Do Tasks	Must-Send Emails for Today	Extra To-Do Tasks	Must-Send Emails for Today
Notes:		Notes:	