

WEEKLY TO-DO LIST

THIS WEEK: _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

MUST DO THIS WEEK

1. _____
2. _____
3. _____

CALLS TO MAKE

1. _____
2. _____
3. _____

EMAILS TO WRITE

1. _____
2. _____
3. _____

COMPLETE LIST OF THINGS TO DO

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

10 MINUTE "JUST GET IT DONE" PROJECTS

NOTES