



SUPER SIMPLE DAY PLANNER!			
DAY AND DATE:			
TASK	MUST BE DONE BY	PRIORITY	DELEGATED TO
Welcome email to new clients.	Today	A	n/a
Review opportunity pipeline	Today	B	n/a
Research new VIP lane for large construction contracts the local authority.	This month	D	Harry
Watch ACME demo of V2 marketing widget	Today	D	Harry
Complete mandatory training	Friday	B	n/a
Lunch with Martin	Today	C	n/a
Clear out storage cupboard	Any time	C	Sarah