

DAILY TO-DO LIST

Day: _____ Date: _____

VISUALIZE THE DAY

	PERSONAL TASKS	BUSINESS TASKS	ACTUAL
06:00			
06:15			
06:30			
06:45			
07:00			
07:15			
07:30			
07:45			
08:00			
08:15			
08:30			
08:45			
09:00			
09:15			
09:30			
09:45			
10:00			
10:15			
10:30			
10:45			
11:00			
11:15			
11:30			
11:45			
12:00			
12:15			
12:30			
12:45			

PERSONAL TASKS		BUSINESS TASKS	ACTUAL
13:00			
13:15			
13:30			
13:45			
14:00			
14:15			
14:30			
14:45			
15:00			
15:15			
15:30			
15:45			
16:00			
16:15			
16:30			
16:45			
17:00			
17:15			
17:30			
17:45			
18:00			
18:15			
18:30			
18:45			
19:00			

REVIEW THE DAY