

EXAMPLE

12 hour | Monday (start of the week)

DAILY PLANNER

DATE: 02/15/20
WEDNESDAY

TO DO LIST

- 07:00 Wake up
- 07:30 Prepare breakfast, lunch
- 08:00 Drop-off Bri to school
- 08:30 Team meeting with client
- 09:00 Backup Bri, eat lunch
- 09:30
- 10:00
- 10:30
- 11:00 Prepare dinner
- 11:30
- 12:00 Clean up, wash dishes
- 12:30 Bri's bath, books, bed time
- 13:00
- 13:30

TO DO LIST

Quinn's list
- eggs
- milk
- oatmeal

Call back Jeremy
(612) 540-9020

TO DO LIST

- 07:00 Get 3 products
- 07:30 Research holiday trends
- 08:00 Sleep early
- 08:30
- 09:00
- 09:30
- 10:00 Order groceries online
- 10:30 3 loads of laundry
- 11:00 Vacuum living room, floors
- 11:30 Take out trash
- 12:00
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TO DO LIST

- | | | |
|---------|------------|-----------|
| • lunch | • lettuce | • fish |
| • eggs | • tomato | • chicken |
| • fruit | • potatoes | • rice |
| • milk | | |

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