

Daily Agenda

DATE: APRIL 26, 2018	
TODAY'S TOP PRIORITY: ELLA'S DOCTOR'S APPOINTMENT	
TO DO LIST ☒ TAKE ELLA TO THE DOCTOR ☒ SEND PROOFS FOR YESTERDAY'S ORDERS ☒ PREPARE TODAY'S FREEBIE ☒ CULVINI FOR APPROVED PROOFS ☒ PUBLISH BLOG POST ☐ SEND ANNOUNCEMENT TO E-MAIL LIST ☒ PACKAGE ORDERS	TODAY'S SCHEDULE 12 AM SLEEP 1 AM SLEEP 2 AM SLEEP 3 AM SLEEP 4 AM SLEEP 5 AM RESPOND TO E-MAILS 6 AM RESPOND TO E-MAILS 7 AM SEND PROOFS 8 AM SEND PROOFS 9 AM SEND PROOFS 10 AM GET READY FOR ELLA'S APPOINTMENT 11 AM ELLA'S DOCTOR'S APPOINTMENT 12 PM ELLA'S DOCTOR'S APPOINTMENT 1 PM ELLA'S DOCTOR'S APPOINTMENT 2 PM WORK ON ETSY ORDERS 3 PM WORK ON ETSY ORDERS 4 PM WORK ON ETSY ORDERS 5 PM WORK ON ETSY ORDERS 6 PM GET KIDS READY FOR BED 7 PM WORK ON BLOG POST 8 PM WORK ON BLOG POST 9 PM WORK ON BLOG POST 10 PM RESPOND TO E-MAILS 11 PM SEND PROOFS
TODAY'S GOALS ☒ RELEASE FREEBIE ☒ PREPARE ETSY ORDERS FOR SHIPMENT ☐ ☐ ☐ ☐ ☐	
TODAY'S QUOTE Focus on your goal. Don't look in any direction but ahead.	
TODAY'S HEALTH	
WATER INTAKE: IIII MOOD: TIRED EXERCISE: NOT TODAY FRUITS: II VEGETABLES: III	TODAY'S NOTES STAY FOCUSED!!!