

7/14/XX

DAILY CALENDAR

TIME	APPOINTMENT	TO DO	ERRANDS	CALLS
7:00 AM		Dr. appt	Credit union	Call Tanya to confirm lunch
7:30 AM		Lunch meeting	Grocery store	
8:00 AM		Pack for work trip	Gym	
8:30 AM		Print out expense forms		
9:00 AM				
9:30 AM	Annual health screening			
10:00 AM				
10:30 AM				
11:00 AM				
11:30 AM				
12:00 PM				
12:30 PM				
1:00 PM	Lunch with Tanya			
1:30 PM				
2:00 PM				
2:30 PM				
3:00 PM				
3:30 PM				