

**DAILY SCHEDULE** TO DO 8 a.m. 9 a.m. 10 a.m. 11 a.m. 12 p.m. 1 p.m. 2 p.m. 3 p.m. **TOP FIVE PRIORITIES** 4 p.m. 5 p.m. 6 p.m. 7 p.m. **NOTES** ...... . . . . . . . . . . . .