

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					