

Printable

WORK PLANNER

DAILY WORK PLANNER

DATE: 19 Mar 2020

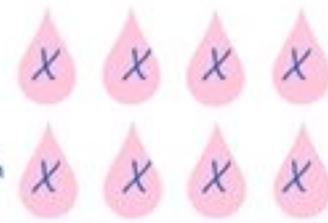
PRIORITIES

- Finish presentation
- Review agreement
- Prepare quote new client

TO-DO'S

- Create new proposal
- Check last version presentation
- Call back mrs. Smith
- Check with HR re days off

WATER



Yay!!!

COFFEE



AGENDA

- 7 am Morning ritual
- 8 am _____
- 9 am Call with team
- 10 am _____
- 11 am _____
- 12 pm Deadline presentation
- 1 pm Lunch time!
- 2 pm _____
- 3 pm _____
- 4 pm Meeting with Rachel to discuss new client
- 5 pm _____
- 6 pm _____
- 7 pm _____
- 8 pm Yoga
- 9 pm _____
- 10 pm _____

EMAILS

- Check with HR re days off
- E-mail new policies to team

CALLS

- Call back Mrs Smith
- Conference call with team at 9 a.m.
- Code #22222