



# TO-DO LIST: DAILY (Do, Call, Email, Buy)

DAY \_\_\_\_\_

Plan the day's tasks and tick them off as you complete them. Batch calls, email, tasks and purchases to save time.

To Do:



1		
2		
3		
4		
5		

To Call:

1		
2		
3		
4		
5		

To Email:

1		
2		
3		
4		
5		

To Buy:

1		
2		
3		
4		
5		

Notes

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