

TODAY

MON TUE WED THU FRI SAT SUN

Date _____

	SCHEDULE	ACTION LIST
7	Spinning class Molly to gymnastics / Josh to karate Dry cleaning Drop kids off at school	
8	Coffee with Debbie (compliment her haircut)	
9	Car to dealership re: red light won't go away Client conference call	
10	Training for new phone system Weekly team-building meeting	
11	Conference call with client Conference call with field reps	
12	Confirm dinner reservation call Mom re: babysitting Shop for anniversary card / new dress? 10-minute power walk	
1	Mandatory workplace safety seminar Finish 360 evaluations	
2	Presentation to new employees Crunch numbers for sales meeting	
3	HR meeting re: 401K changes Intern candidate Interview boss's nephew	
4	Finish expense report from sales trip Retirement party for Ed in Accounting (stop by to say "hi")	
5	Pick up kids Mani-pedi	
6	Hair appointment Take kids to mom's	
7	Anniversary dinner with Jim!	

NOTES



WHEN LUNCH HOUR IS A LUNCH MINUTE.

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