

TODAY

MON TUE WED THU FRI SAT SUN

Date

	SCHEDULE	ACTION LIST
7	Three-mile run / Drop off drycleaning	
	Take kids to dentist appointment	
	Drop off kids at school	
8	Pick up donuts for Joyce's birthday	
	Breakfast meeting with Phil and Bev	
9	Summer picnic committee meeting	
	Holiday party committee meeting	
10	Time management seminar	
	Status meeting	
	Call Michael's math teacher	
11	Mandatory sensitivity training	
	Meet with Tom re: sales projections	
12	Surprise B-day party for Joyce	
	Mail package at post office / pick up baby gift	
	Drop off cookies at school	
1	Go through 400 emails	
	HR meeting re: meeting etiquette	
2	Voicemail training	
	Quarterly team meeting	
3	Finish expense report	
	Mandatory Stress reduction seminar	
4	Return phone calls	
	Pick up kids	
5	Meet David's mom re: playground brawl	
	Soccer practice	
6	Go to grocery store	
	Pick up drycleaning	
7	Dance recital	

NOTES



WHEN LUNCH HOUR IS A LUNCH MINUTE.

Introducing Minute® Ready to Serve Rice in a variety of flavors. Ready in 60 seconds. It's Minute® Rice. Literally.

www.minuterice.com