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| --- | --- | --- |
|  | DAILYWORK SCHEDULE |  |
|  | MAY 23, 20XX |  |
|   |   |   |   |   |   |
|   | **HIGH PRIORITY TASKS** |   | 8:00 AM | Report - September expenses |   |
|   | Contract signing |   | 8:30 AM |  |   |
|   | Buying birthday present |   | 9:00 AM | Online course: Learning Asana basics (90min) |   |
|   |  |   | 9:30 AM |  |   |
|   |  |   | 10:00 AM |  |   |
|   |   |   | 10:30 AM | Break |   |
|   | **CONTACTS** |   | 11:00 AM | Order paper supplies |   |
|   | john.doe@somecompany.com |   | 11:30 AM |  |   |
|   | 00 49 3454 642 953 |   | 12:00 PM |  |   |
|   |  |   | 12:30 PM |  |   |
|   |  |   | 1:00 PM |  |   |
|   |   |   | 1:30 PM |  |   |
|   | **REMIND OTHERS** |   | 2:00 PM |  |   |
|   | Mark to take our dog for a walk |   | 2:30 PM |  |   |
|   | Lucy to order coffee |   | 3:00 PM |  |   |
|   | Ana to distribute new plans |   | 3:30 PM |  |   |
|   |  |   | 4:00 PM |  |   |
|   |  |   | 4:30 PM |  |   |
|   |  |   | 5:00 PM |  |   |
|  |  |  | 5:30 PM |  |  |
|   |   |   |   |   |   |
|   | **NOTES FOR TOMORROW** |   |
|   | Bring warmer clothes to work. |   |
|   | Pick up leaflets on the way to work. |   |
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