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|  | DAILY  WORK 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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