

# DAILY WORK SCHEDULE

MAY 23, 20XX

## HIGH PRIORITY TASKS

Contract signing

Buying birthday present

8:00 AM Report - September expenses

8:30 AM

9:00 AM Online course: Learning Asana basics (90min)

9:30 AM

10:00 AM

10:30 AM Break

11:00 AM Order paper supplies

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

5:00 PM

5:30 PM

## CONTACTS

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## REMIND OTHERS

Mark to take our dog for a walk

Lucy to order coffee

Ana to distribute new plans

## NOTES FOR TOMORROW

Bring warmer clothes to work.

Pick up leaflets on the way to work.