

OFFICE TASKS

DATE: / /						
M	T	W	T	F	S	S

SCHEDULE		TO DO LIST	CALLS
8		☐	☐
9		☐	☐
10		☐	☐
11		☐	☐
12		☐	☐
13		☐	☐
14		☐	☐
15		☐	
16		☐	EMAILS
17		☐	☐
18			☐
19		PROJECTS	☐
20		☐	☐
		☐	☐
		☐	☐
FOLLOW UP		☐	☐
☐		☐	☐
☐		☐	
☐		☐	NOTES
☐			
☐		METTINGS	
☐			
REMINDER			
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