

# THINGS TO DO TODAY

Date: \_\_\_\_\_

## Appointments & Telephone Calls

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DONE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

“Management is doing things right; leadership is doing the right things.”  
Peter F. Drucker

5am \_\_\_\_\_

6am \_\_\_\_\_

7am \_\_\_\_\_

8am \_\_\_\_\_

9am \_\_\_\_\_

10am \_\_\_\_\_

11am \_\_\_\_\_

12pm \_\_\_\_\_

1pm \_\_\_\_\_

2pm \_\_\_\_\_

3pm \_\_\_\_\_

4pm \_\_\_\_\_

5pm \_\_\_\_\_

6pm \_\_\_\_\_

7pm \_\_\_\_\_

8pm \_\_\_\_\_

