

Daily to Do List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Tasks | Done | N0 | Errands | Done |
| 1 | Write here |  | 1 | Write here |  |
| 2 | Write here |  | 2 | Write here |  |
| 3 | Write here |  | 3 | Write here |  |
| 4 | Write here |  | 4 | Write here |  |
| 5 | Write here |  | 5 | Write here |  |
| 6 | Write here |  | 6 | Write here |  |
|  |
| No | Emails/Calls to make | Done | N0 | Notes/Don’t forget to | Done |
| 1 | Write here |  | 1 | Write here |  |
| 2 | Write here |  | 2 | Write here |  |
| 3 | Write here |  | 3 | Write here |  |
| 4 | Write here |  | 4 | Write here |  |
| 5 | Write here |  | 5 | Write here |  |
| 6 | Write here |  | 6 | Write here |  |
|  |  |
| Personal Goals | Done |
| Write here |  |
| Write here |  |
| Write here |  |
|  |  |
| Notes for the coming day’s | Done |
| Write here |  |
| Write here |  |
| Write here |  |