

Monday 18: 8-9 Iyggm, 11-12 accty work, 1-2 final time prep, 6-7 tr debrief

Tuesday 19: 8-9 Iyggm, 9-10 I prep tv, 6-7 tr debrief

Wednesday 20: 8-9 Iyggm, 9-10 I prep tv, 6-7 tr debrief

Thursday 21: 8-9 Iyggm, 9-10 I prep tv, 6-7 tr debrief

Notes: WINTER SOLSTICE (CAN - USA) 355-10

Friday 22: 8-9 Iyggm, 11-12 shop, 6-7 I prep must work

Saturday 23: 8-9 Iyggm, 11-12 call mom, @ email Connie re lunch, \$ sales goal \$1,000/wk, Actual: _____ Weekly biz goal tracking, prep year end work

Notes: Business project Prep to be broken down and time allocate over next 2 weeks

Note to self about client's travel—do no disturb

Personal life to-do's

Allocated Time

Allocated time to-do details

Committed Time

Allocated Time

Me time—not allocated or committed