DAILY Work Schedule

Date: _____

Phone Calls to Make	Comp		Personal Notes	Comp
1			1	
2			2	
3			3	
4			4	

Order of Priority	Time Allowed	Description - List of things to do now (High Importance, High Urgency)	Comp
1			
2			
3			
4			
5			
6			
7			
8			

Do first
① Urgent and important
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Schedule
② Less urgent, but important
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Delegate
③ Urgent, but less important
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Don't do
④ Neither urgent nor important