

# Today – a daily time management chart

\_\_\_ / \_\_\_ / \_\_\_

## Today's top three

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

## Chores

✓ \_\_\_\_\_  
\_\_\_\_\_

✓ \_\_\_\_\_  
\_\_\_\_\_

✓ \_\_\_\_\_  
\_\_\_\_\_

✓ \_\_\_\_\_  
\_\_\_\_\_

## Stuff I love

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## The to-do list

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Eating and drinking

Breakfast \_\_\_\_\_

\_\_\_\_\_

Lunch \_\_\_\_\_

\_\_\_\_\_

Dinner \_\_\_\_\_

\_\_\_\_\_

Snacks \_\_\_\_\_

## People I need to talk to

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Notes and ideas

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\_\_\_\_\_

\_\_\_\_\_