

# DAILY CALENDAR

Date \_\_\_\_\_

TIME	PROJECT	APPOINTMENTS
7 AM		
8 AM		
9 AM		
10 AM		
11 AM		
Noon		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		
7 PM		
8 PM		
9 PM		

## NOTES

TO DO	PHONE CALLS
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	ITEM		NAME	PHONE #	REASON
✓		✓			

# DAILY CALENDAR

9 AM	3 PM
10 AM	4 PM
11 AM	5 PM
Noon	6 PM
1 PM	7 PM
2 PM	8 PM

**NOTES**

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# FOR THE WEEK OF

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## THINGS TO DO

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## APPOINTMENTS

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## SPECIAL ATTENTION

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## PHONE LOG

Name	_____
Phone	_____
Topic	_____
	_____
<hr/>	
Name	_____
Phone	_____
Topic	_____
	_____

Name	_____
Phone	_____
Topic	_____
	_____
<hr/>	
Name	_____
Phone	_____
Topic	_____
	_____

## NOTES

_____
_____
_____
_____
_____

# WEEKLY CALENDAR

Date \_\_\_\_\_

GOALS FOR THE WEEK	GOALS FROM LAST WEEK

MONDAY	TUESDAY	WEDNESDAY
<b>D</b>	<b>D</b>	<b>D</b>
<b>O</b>	<b>O</b>	<b>O</b>
<b>P</b>	<b>P</b>	<b>P</b>
<b>H</b>	<b>H</b>	<b>H</b>
<b>O</b>	<b>O</b>	<b>O</b>
<b>N</b>	<b>N</b>	<b>N</b>
<b>E</b>	<b>E</b>	<b>E</b>

THURSDAY	FRIDAY	SATURDAY/SUNDAY
<b>D</b>	<b>D</b>	<b>D</b>
<b>O</b>	<b>O</b>	<b>O</b>
<b>P</b>	<b>P</b>	<b>P</b>
<b>H</b>	<b>H</b>	<b>H</b>
<b>O</b>	<b>O</b>	<b>O</b>
<b>N</b>	<b>N</b>	<b>N</b>
<b>E</b>	<b>E</b>	<b>E</b>

# TWELVE-MONTH PLANNING CALENDAR

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER