date:	M Tu W Th F Sa Su	meal plan:	date:	M Tu W Th F Sa Su	meal plan:
top 5 list:			top 5 list:		
1			1		
2			2		
3			3		
4			4		
5			5		
to do:	daily routine:		to do:	daily routine:	
	Early Morning:  make bed & pick up bedroom shower & get ready breakfast unload-load dishwasher	exercise: min.	SE. min. make bed 8	Early Morning:	exercise: min.
		aaaaaaa		shower & get ready breakfast unload-load dishwasher	999999
	☐ 15-minute pickup	to buy:		☐ 15-minute pickup	to buy:
	Mid-Morning:  catch up on email  work on blogs  follow up with clients  thaw any dinner items  do a load of laundry  lunch			Mid-Morning:   catch up on email   work on blogs   follow up with clients   thaw any dinner items   do a load of laundry   lunch	
	Aftemoon:			Aftemoon:	
appointments:	☐ run arrends ☐ house projects ☐ dinner prep ☐ fold laundry ☐ catch up on email ☐ catch up on voicemail	notes:	appointments:	run arrends house projects dinner prep fold laundry catch up on email catch up on voicemail	notes:
time: event:	get mail and paper		time: event:	get mail and paper	
	Evening:   dinner   15-minute pickup   pack lunches   prepare for tomorrow   load and run dishwasher   work on blogs   respond to emails & comments   pick out clothes for tomorrow   write out tomorrow's "top 5"			Evening:   dinner   15-minute pickup   pack lunches   prepare for tomorrow   load and run dishwasher   work on blogs   respond to emails & comments   pick out clothes for tomorrow   write out tomorrow's "top 5"	