Daily Sheet Date: _____ Win? ☐ YES ☐ NO

Priority 1 ☐	Priority 2 ☐
Priority 3 ☐	**Priority 4** ☐
Priority 5 ☐	**Priority 6** ☐

E-Mail

Phone Calls

To Do
All Day
After Hours
Weekend

Meeting

Diet	
Breakfast	
Snack	
Lunch	
Snack	
Dinner	
Total:	
Win?	Y □ N □

Project Goals