

**DAILY TO DO LISTT**

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Time Work Activity** | **Important & Not Important** | | |
| 8:00am |
| 9:00am |
| 10:00am |
| 11:00am |
| 12:00pm |
| 1:00pm | **Meal** | | **Buy** |
| 2:00pm |
| 3:00pm | Break Fast | |  |
| 4:00pm |  |
| 5:00pm | Lunch | |  |
| 6:00pm |  |
| 7:00pm | Dinner | |  |
| 8:00pm |  |
|  | | | |
| Clean | | Reminders | |
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| **NOTES:** | | | |
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