## Daily Plan

### SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>5:30AM</th>
<th>6:30AM</th>
<th>7:30AM</th>
<th>8:00AM</th>
<th>8:30AM</th>
<th>9:00AM</th>
<th>9:30AM</th>
<th>10:00AM</th>
<th>10:30AM</th>
<th>11:00AM</th>
<th>11:30AM</th>
<th>12:00PM</th>
<th>12:30PM</th>
<th>1:00PM</th>
<th>1:30PM</th>
<th>2:00PM</th>
<th>2:30PM</th>
<th>3:00PM</th>
<th>3:30PM</th>
<th>4:00PM</th>
<th>4:30PM</th>
<th>5:00PM</th>
<th>5:30PM</th>
<th>6:00PM</th>
<th>6:30PM</th>
<th>7:00PM</th>
<th>8:00PM</th>
</tr>
</thead>
</table>

### 6 MOST IMPORTANT THINGS (HOME)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

### 6 MOST IMPORTANT THINGS (BUSINESS)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

### 5 KEY PEOPLE TO FOLLOW UP WITH:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

### 5 NEW LEADS: (GO GET ‘EM!)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

### 2 NEW BOOKINGS: (PICK UP THE PHONE!)

- [ ]
- [ ]

### today I’m thankful for:

- [ ]

---

Today's date: [ ]

OFFICEBUZZ.NET