## Week at a Glance

| MONDAY          | CALLS to Make / EMAILS to Send |
|-----------------|--------------------------------|
| #1              |                                |
| \$.             |                                |
|                 |                                |
| TUESDAY<br>#1   |                                |
| \$              |                                |
| •               |                                |
| WEDNESDAY<br>#1 | TO-DO's                        |
| \$              |                                |
| ♥               |                                |
| THURSDAY<br>#1  |                                |
| \$              |                                |
| •               |                                |
| FRIDAY<br>#1    | ERRANDS                        |
| \$              |                                |
| •               |                                |
| SATURDAY<br>#1  |                                |
| \$              |                                |
| •               |                                |
| SUNDAY<br>#1    | OTHER                          |
| \$              |                                |
| <b>Y</b>        |                                |
| FOCUS           |                                |
|                 |                                |
|                 |                                |