

EMAILS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

PHONE CALLS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

TO BUY

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

TO MAKE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

ERRANDS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

To Do List  
HOUSEKEEPING

Date: \_\_\_\_\_

1. Kitchen
2. Laundry
3. Meal plan
4. Groceries
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

WORK/BUSINESS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

APPOINTMENTS/ACTIVITIES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

MISCELLANEOUS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

MANTRA/AFFIRMATION:

“

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