4

Tuesday
January 4
2011

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

✓ Task Completed
→ Planned Forward
╳ Task Deleted
☐ Delegated Task
• In Process

↓	ABC	PRIORITIZED DAILY TASK LIST
	A1	approve agenda
	A2	approve minutes
	B1	Adopt personnel manual

DAILY EXPENSES

APPOINTMENT SCHEDULE

6	
7	
8	8:15 Swearing in Organizational meeting
9	
10	
11	
12	
1	
2	
3	
4	
5	
6	
7	
8	