

DATE: \_\_\_\_ / \_\_\_\_

# DAILY ORGANIZER

BY @SWOPES



**TIME**

## MOST IMPORTANT TASK OF THE DAY

You really have to do this today

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**TIME**

## SECOND MOST IMPORTANT TASKS OF THE DAY

Important appointments and promises

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**TIME**

## ERRANDS

Small tasks that setup larger ones

**TIME**

## ERRANDS

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**TIME**

## EVERYDAYS

Basic daily self-care tasks

**TIME**

## EVERYDAYS

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**NOTES**

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**FOOD**

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**BREAKFAST**

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**LUNCH**

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**DINNER**

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