

<i>Date</i>	<i>How did you make today count?</i>
<i>Appointments</i>	
<b><i>“Fab 5” for Today</i></b>	
<b><i>Organized Task List        (Clarity is Key—Group Related Items)</i></b>	

	<i>Documentation (phone calls, meeting notes, etc.)</i>
<b><i>What do I need to DO about what I have written?</i></b>	