

DAILY CHECKLIST

PART 1 (GET TO WORK):

S	M	T	W	T	F	S	PROJECT	TASK	Context
							WebworxX	Update To-Do List with Mark	@Office
							WebworxX	Check Business Emails	@Internet
							WebworxX	Update To-Do List	@Notebook
							Homemakers Encouragement	Make the daily homemakers post	@Internet
							WebworxX	Business To-Do's	@Office

PART 2 (DURING THE DAY):

S	M	T	W	T	F	S	PROJECT	TASK	CONTEXT
							Getting Things Done	Check Personal Emails	@Internet
							Getting Things Done	Update To-Do List	@Notebook
							Checklists	Weekly Routine Checklist	
							Self-Improvement	Non-fiction reading (15 min)	@Anywhere
							Meals & Recipes	Make/Eat Lunch (12:30pm)	@Home
							FlyLady	Visit Website and go through 5 pages making notes	@Internet
							Self-Improvement	30 minutes practice piano	@Office
							Getting Things Done	Any other "To-Do" items	

PART 3 (HOME FROM WORK):

S	M	T	W	T	F	S	PROJECT	TASK	CONTEXT
							Organize	Weekly Routine Checklist	
							FlyLady	Do the FlyLady mission	@Home
							FlyLady	Spend 15-minutes decluttering	@Home
							FlyLady	Do the FlyLady kids mission	@Home
							Organize Now	Do one zone cleaning task	@Home
							Meals & Recipes	Type out a recipe	@Computer
							GTD	Clear physical inbox (or do 15 minutes)	@Home
							GTD	Empty electronic notes (or do 15 minutes)	@Home
							Homemaking	Put away laundry	@Home
							Homemaking	15-min sweep and mop	@Home
							Getting Things Done	Any other "To-Do" items	

PART 3 (OTHER)

S	M	T	W	T	F	S	PROJECT	TASK	CONTEXT
							FlyLady	Drink Water (2000ml)	@Anywhere