TO DO TODAY

PRIORITY	CLIENT/TASK/JOBS	TYPE	DEADLINE	ESTIMATED TIME					PHONE CALLS (name, purpose)
									, , , ,
									LETTERS/REPORTS TO WRITE
PEOPLE TO SEE/DISCUSSION TOPICS			ACTIVE PROSPECTS				Follow	/-Up	
									LONG RANGE (task, when due)
									<u>(task, when due)</u>
		-					1		
							1		
		-							
							1		
							1		

NAME ______DATE _____