DAILY TASK LIST Open in Microsoft Word to add your tasks, prioritize and stay organized.

|  |
| --- |
| TODAY’S DATE MM/DD/YY |
| YELLOW TOP PRIORITY GREEN - NICE TO GET OFF MY LIST PINK - MEH |
|  | ––––––––––––––  TASK LIST––––––––––––––  |  | ––––––––––––––TOP PRIORITIES–––––––––––––– |
| [ ]  | F/U with new client entry forms from website  |  |
| [ ]  | Write article for blog  |  |
| [ ]  | Check on deadline for #CAS-004 Job |  |
| [ ]  | Logo concepts for ABC apparel line |  |
| [ ]  |  | MARKETING TASKS |
| [ ]  |  | Connect with someone on LinkedIn |
| [ ]  |  | Follow-up with a client you haven’t heard from in a while |
| [ ]  |  | Check out meetup for new networking opportunities |
| [ ]  |  |  |
| [ ]  |  | CONNECTIONS |
| [ ]  |  | Call from New client – Matt Linder needs apparel |
| [ ]  |  | Heard about ABC fabric source for new polyester |
| [ ]  |  |  |
| [ ]  |  |  |
| [ ]  |  | LIST OF ITEMS TO PICK UP OR APPOINTMENTS |
| [ ]  |  | Pick up hoodies before 3pm |
| [ ]  |  | Schedule trip to ASI show in Atlanta |
| [ ]  |  |  |
| [ ]  |  |  |
| [ ]  |  | DO SOMETHING NICE  |
| [ ]  |  |  Send thank you card to Scott |
| [ ]  |  | Send Hustle Apparel an email about new print method |
| [ ]  |  |  |
| [ ]  |  |  |
| [ ]  |  |

**Daily Habits** [ ]  WATER 1 [ ]  WATER 2 [ ]  EXERCISE [ ]  MEDITATE [ ]  HEALTHY MEAL

**MAKE IT HAPPEN!** Contact Custom Apparel Source for more helpful resources. [www.customapparelsource.net](http://www.customapparelsource.net)