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)