AFTERNOON

**DATE:**

**TO-DO LIST:**

**PLAN OF ACTION:**

“You were born to win, but to be a winner, you must plan to win, prepare to win, and expect to win.”

– Zig Ziglar

**Personal**

**Planner**

**MORNING:**

**DON’T FORGET:**

**MOST IMPORTANT TASK:**

**DAY TASK SUMMARY:**