



dailyrota.com

Run your personal daily

DATE

18/09/2020

TODAY'S FOCUS

Marketing strategy 2020

Top 3 Tasks for today

TASK 1:

Create Tasks

TASK 2:

Check Numbers

TASK 3:

Call with accounting for budget

Email time

EMAIL CHECK TIME 1

11:00 am

EMAIL CHECK TIME 2

03:00 pm

Get your things done

LEAVING OFFICE AT:

06:00 pm

Personal things

MOTTO OF THE DAY

Just do this

THINGS I'M GRATEFUL FOR TODAY

Great dinner with Marc and Nancy this evening