

# DAILY PLAN CHART

Activity	Description	Priority
<b>A. Telephone Calls</b>	<b>Phone #</b>	<b>1, 2, 3, 4</b>
<b>B. Letters and Memos</b>		
<b>C. Other Tasks</b>		

*Priority Rank: Urgent = 1; Today = 2; Tomorrow = 3; This Week = 4*