

Lab

Week:

Beginning	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sync Phone							
Process Email							
Cal Review							
Check Inboxes							
Check Unfiled Todo							
Check Action							
Check Transit							

End	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Review Journal							
Empty Inboxes							
Check Outbox							
Check Action							
Check Calendar							
Check To-File							
Record Times							
Reset Timer							
Synch Phone							
Need Books?							
Transit Folder							
Project Support							
To-Read							
Tidy Desk							
Trash							
Lock Drawer							
Blog Post							
Pack iPod							

End of Week	
Priorities for Next Wk	
Things to Bring Home	
Comb home dir	
- build	
Update Checklist	
Print new checklist	

Priorities This Week: