2 Your **to do itinerary**
Buttoned Up.™

buttoned up®

The trick to tackling a long laundry list of to-do's with a minimum of stress: scheduling! Break the list down into bite-sized pieces by identifying a handful of to-do's, errands, chores, and contacts to take care of each day. Added bonus: you'll reclaim a bit of your weekends if you had a tendency to let all of your chores pile up.

! prioritize so you get the important things done first

week of:

!	monday	**!**	tuesday	**!**	wednesday	**!**	thursday	**!**	friday	**!**	saturday	**!**	sunday
errands / to do's	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
chores	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
calls / emails	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○
	○		○		○		○		○		○		○

notes