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| --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thur** | **Fri** |
| Check latest Get It Done reports |  |  |  |  |  |
| Respond to day’s tweets |  |  |  |  |  |
| Track product sales |  |  |  |  |  |
| Do bank account tracking |  |  |  |  |  |
| Review today’s achievements |  |  |  |  |  |
| Shut down Wunderlist |  |  |  |  |  |
| Update client hours list |  |  |  |  |  |
| Review Feedly |  |  |  |  |  |