DATE, Monday - Daily Work Journal

This template follows my Monday calendar

8am-9am: Email/Task Review
I jot down important emails and tasks I need to do

9am-9:30am: BNI Newsletter
This is on my calendar because I often am so busy I forget I've volunteered to do a newsletter for my BNI group. I write down the minute I finish it. If I see it not done here, I can finish by end of day.

9:30am-11am: WebCami Sites/Social
This is time to work on my own sites. What did I accomplish?

11am-12pm: Invoicing
What clients did I invoice today? How much $ is coming?

12pm-12:30pm: BREAK
Did I take a break? Am I overworking?

12:30pm-2pm: Calls/Video Chat okay
Who did I talk to?

2pm-3pm: Maintenance/Incompletes
These are maintenance requests and items that are weighing on me as incomplete

3pm-4pm: Client/List Admin
This is time to work on my client lists - who did I add, update?

4pm-5pm: Email/Call Backs/Task Rev/OTT
Again, what email came in today? What tasks are important tomorrow? Etc.