

Sample Default Diary

	Monday	Tuesday	Wednesday	Thursday	Friday			
8am	Team Meetings / Prep Week	Working in Bus.	Marketing	Team Meetings	Admin			
9am								
10am					Marketing			
11am					Planning Next Week			
12pm	Working in Bus.	Working ON Business	Working in Bus.	Marketing	Working ON Business			
1pm								
2pm								
3pm				Working in Bus.	Education			
4pm		Client Prep / Misc	Education					
5pm	Exercise		Exercise		Exercise			
6pm								

Default Diary - Week Commencing: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7							
8							
9							
10							
11							
12							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							