



Date:				
Calls to Make				Follow Up
Phone # or Person:		Regarding:		
			-	
			-	
			-	
Appointments/Meetings			To Do	
Time:		Person/Place:		
			-	
			-	
	Short-T	orm Coals		
Short-Term Goals				
			$\dashv \vdash \dashv$	
		Today's Accom	nliche	onts
		Today's Accom	piisiim	ents

PRODUCTIVE LEADERS