



EISENHOWER DAILY PLANNER		
DAY AND DATE:		
TO DO	TIME	SCHEDULE
IMPORTANT AND URGENT	08:00	
	09:00	Team Meeting
	10:00	
IMPORTANT NOT URGENT	11:00	
	12:00	Lunch meeting with Alan
	13:00	
URGENT NOT IMPORTANT	14:00	Prep for kick off presentation
	15:00	
	16:00	
NOT URGENT NOT IMPORTANT	17:00	
	18:00	
	19:00	