

WHAT I DO TODAY CHECKLIST: MONDAY

- Set week's calendar
 - Schedule meetings/conversations
 - Block off time for work/projects
- Communication
 - Email volunteers
 - Text key leaders
 - Write thank-you notes
- Visitor Follow-up
- Sunday Review
 - Celebrate wins
 - Evaluate the misses
 - Make list of things to do (regarding past weekend) and delegate responsibility
- Sunday Planning (upcoming weekend)