Free Daily Planner Pages

Courtesy of

Hilltop Secretarial Service

and the Hilltop Group, LLC

Simply print as needed.

If you have any questions feel free to contact Kathy

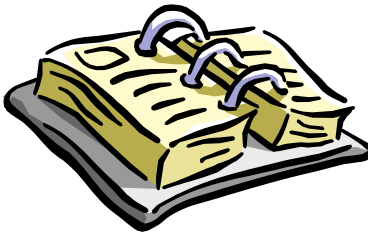
kathy@thebestva.com

877-897-1859

Important Addresses

Print this page for your convenience!

Name	***Address***	***Phone***
Hilltop **Secretarial Service**	**Fairfield, PA**	**877-897-1859**



Appointment Book

Just print this page for your convenience!

Date	***Time***	***Appointment***	***Completed?***

Bills To Pay

Just print this page for your convenience!

Bill	***Date Due***	***Amount***

Calls To Make

Just print this page for your convenience!

To Whom	***Purpose/Date***	***Phone***
***Hilltop* Secretarial Service**		**877-897-1859**

Chores

Just print this page for your convenience!

Chore	***Purpose***	***Date Due***

Dates To Remember

Just print this page for your convenience!

Date	***Event***	***For Whom***

Just print this page for your convenience!

Name	***E-mail***	***Instant Messenger***
Hilltop Secretarial Service	*kathy@thebestva.com*	

GROCERY LIST

DAIRY

- ❑ ____ Eggs
- ❑ ____ Milk
- ❑ ____ Butter
- ❑ ____ Margarine
- ❑ ____ Sour Cream
- ❑ ____ Whipped Cream
- ❑ ____ Yogurt
- ❑ ____ Cottage Cheese
- ❑ ____ Cream Cheese
- ❑ ____ Parmesan Cheese
- ❑ ____ Other Cheese
- ❑ ____ _____

MEAT, FISH & POULTRY

- ❑ ____ Bacon
- ❑ ____ Sausage
- ❑ ____ Deli Meat
- ❑ ____ Hot Dogs
- ❑ ____ Chicken
- ❑ ____ Turkey
- ❑ ____ Beef
- ❑ ____ Pork
- ❑ ____ Ham
- ❑ ____ Fish
- ❑ ____ Shellfish
- ❑ ____ _____

FRUIT

- ❑ ____ Apples
- ❑ ____ Bananas
- ❑ ____ Berries
- ❑ ____ Grapefruit
- ❑ ____ Grapes
- ❑ ____ Lemons
- ❑ ____ Limes
- ❑ ____ Melon
- ❑ ____ Oranges
- ❑ ____ Pears
- ❑ ____ _____

VEGETABLES

- ❑ ____ Broccoli
- ❑ ____ Cabbage
- ❑ ____ Carrots
- ❑ ____ Cauliflower
- ❑ ____ Celery
- ❑ ____ Cucumbers
- ❑ ____ Garlic
- ❑ ____ Lettuce
- ❑ ____ Mushrooms
- ❑ ____ Onions
- ❑ ____ Peppers
- ❑ ____ Potatoes
- ❑ ____ Radishes
- ❑ ____ Spinach
- ❑ ____ Tomatoes
- ❑ ____ _____

BREADS

- ❑ ____ Bagels
- ❑ ____ Bread
- ❑ ____ Buns
- ❑ ____ English Muffins
- ❑ ____ Rolls
- ❑ ____ _____

DRY GOODS

- ❑ ____ Cereal
- ❑ ____ Oatmeal
- ❑ ____ Cookies
- ❑ ____ Crackers
- ❑ ____ Pasta/Noodles
- ❑ ____ Beans/Lentils/Peas
- ❑ ____ Rice
- ❑ ____ Bread Crumbs
- ❑ ____ Flour
- ❑ ____ Sugar
- ❑ ____ Cake Mix
- ❑ ____ Pancake Mix
- ❑ ____ Gelatin
- ❑ ____ Potato Chips
- ❑ ____ Tortilla Chips
- ❑ ____ _____

BEVERAGES

- ❑ ____ Cocoa
- ❑ ____ Coffee
- ❑ ____ Tea
- ❑ ____ Fruit Juice
- ❑ ____ Soft Drinks
- ❑ ____ Mineral Water
- ❑ ____ Beer
- ❑ ____ Wine
- ❑ ____ _____

CANNED GOODS

- ❑ ____ Baby Food
- ❑ ____ Applesauce
- ❑ ____ Fruit
- ❑ ____ Chili
- ❑ ____ Mushrooms
- ❑ ____ Soup
- ❑ ____ Spaghetti Sauce
- ❑ ____ Stewed Tomatoes
- ❑ ____ Tomato Paste
- ❑ ____ Tomato Sauce
- ❑ ____ Tuna
- ❑ ____ Vegetables
- ❑ ____ _____

FROZEN FOODS

- ❑ ____ Apple Juice
- ❑ ____ Orange Juice
- ❑ ____ Ice Cream
- ❑ ____ Potatoes
- ❑ ____ Vegetables
- ❑ ____ Frozen Dinners
- ❑ ____ Frozen Pizza
- ❑ ____ Frozen Waffles
- ❑ ____ _____

BAKING GOODS

- ❑ ____ Baking Soda
- ❑ ____ Baking Powder
- ❑ ____ Corn Starch
- ❑ ____ Salt
- ❑ ____ Pepper
- ❑ ____ Chocolate Chips
- ❑ ____ Nuts
- ❑ ____ Raisins
- ❑ ____ Vanilla
- ❑ ____ Dried Herbs
- ❑ ____ Spices
- ❑ ____ _____
- ❑ ____ _____

PAPER PRODUCTS

- ❑ ____ Facial Tissue
- ❑ ____ Toilet Tissue
- ❑ ____ Napkins
- ❑ ____ Paper Towels
- ❑ ____ Aluminum Foil
- ❑ ____ Plastic Wrap
- ❑ ____ Lunch Bags
- ❑ ____ Sandwich Bags
- ❑ ____ Garbage Bags
- ❑ ____ _____

CONDIMENTS

- ❑ ____ Oil
- ❑ ____ Vinegar
- ❑ ____ Ketchup
- ❑ ____ Mayonnaise
- ❑ ____ Mustard
- ❑ ____ Olives
- ❑ ____ Pickles
- ❑ ____ Relish
- ❑ ____ Salsa
- ❑ ____ Salad Dressing
- ❑ ____ Shortening
- ❑ ____ Soy Sauce
- ❑ ____ Honey
- ❑ ____ Jelly/Jam
- ❑ ____ Peanut Butter
- ❑ ____ Syrup

LAUNDRY

- ❑ ____ Bleach
- ❑ ____ Detergent
- ❑ ____ Fabric Softener
- ❑ ____ Stain Remover
- ❑ ____ _____

KITCHEN

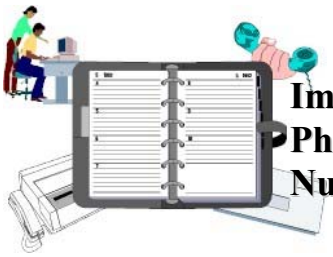
- ❑ ____ All Purpose Cleaner
- ❑ ____ Dish Detergent
- ❑ ____ Dishwasher Soap
- ❑ ____ Floor Cleaner
- ❑ ____ Furniture Polish
- ❑ ____ Glass Cleaner
- ❑ ____ Steel Wool Pads
- ❑ ____ _____

BATHROOM

- ❑ ____ Bath Soap
- ❑ ____ Deodorant
- ❑ ____ Lotion
- ❑ ____ Razors
- ❑ ____ Shaving Cream
- ❑ ____ Shampoo
- ❑ ____ Toothpaste
- ❑ ____ _____

MISCELLANEOUS

- ❑ ____ Bandages
- ❑ ____ Batteries
- ❑ ____ Candles
- ❑ ____ Light Bulbs
- ❑ ____ Paper Plates
- ❑ ____ Pet Food
- ❑ ____ Stamps
- ❑ ____ Vitamins
- ❑ ____ _____



Important Phone Numbers

Just print this page for your convenience!

Name	***Phone Number***
Hilltop Secretarial Service	**877-897-1859 (Office) 888-364-8949 Fax**

Internet Addresses

Just print this page for your convenience!

Site Name	***Address/URL***
Hilltop **Secretarial Service**	**www.thebestva.com**

Just print this page for your convenience!

Membership	***Account Number***	***Password***

Online Accounts

Just print this page for your convenience!

Account/URL	***Account Number***	***Password***

GIFT LIST

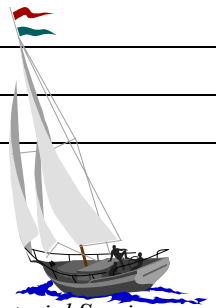
✓	Name	Gift Idea	Color	Size	Estimated Cost	Where

To-Do List

Just print this page for your convenience!

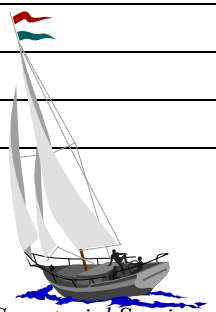
To Do	***Completion Date***

Notes:



Courtesy Hilltop Secretarial Service, www.thebestva.com
Just print, fold and cut in half. Perfect for desk sized planers.

Notes:



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One Stop Planner Page

Date: _____

	Appointments For Today	Time

	Calls to Make Today	#

	Billing/Correspondence/Pay Bills	

	Major Projects Today	

	Errands To Run	

	Did I Forget Anything?	
	Auto	
	Business Supplies	
	Family – Friends	
	Finance	
	Food	
	Grooming	
	Fitness	
	Health	
	Marketing	
	Prospecting	
	Filing (business related)	
	Fun Stuff	