

Daily Work *planner*

TOP PRIORITIES

1

2

3

TODAY'S GOALS

TODAY'S SCHEDULE

6:00 - 7:00 am

7:00 - 8:00 am

8:00 - 9:00 am

9:00 - 10:00 am

10:00 - 11:00 am

12:00 - 1:00 pm

1:00 - 2:00 pm

2:00 - 3:00 pm

3:00 - 4:00 pm

4:00 - 5:00 pm

5:00 - 6:00 pm

6:00 - 7:00 pm

7:00 - 8:00 pm

8:00 - 9:00 pm

9:00 - 10:00 pm

MEAL PLANNER

NOTES

Notes

space

Professional Goals *Planner*

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

The Eisenhower *Box*

DO



DECIDE



DELEGATE

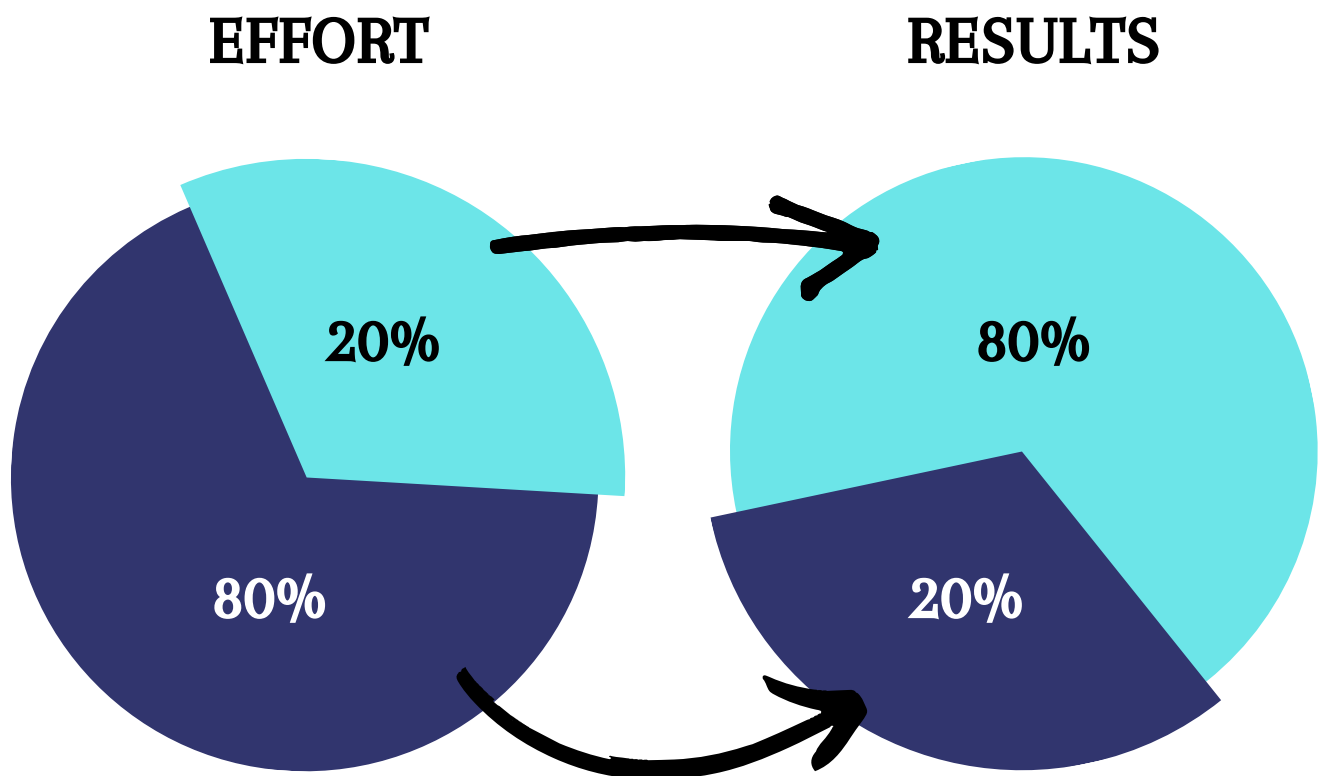


DELETE



The Pareto *Principle*

The 80/20 Rule



20% Tasks That Will Give Me 80% Results

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Work Project *schedule*

PROJECT

DURATION

START DATE

DEADLINE

DONE

-
-
-
-
-
-
-
-
-
-
-
-

NOTES:
