MOST IMPORTANT TASK

This task must get done. Avoid email/messaging until it is complete. ◯ Y ◯ N

Date ____/_____/_____

1. _____

Subtasks to complete the most important task

a. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

b. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

c. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

IMPORTANT TASKS

These tasks should get done

2. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

3. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

ADDITIONAL TASKS

These tasks I want to complete

4. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

5. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

6. _____ ☐ ◯◯◯◯◯◯◯ ☐ ☐
Target 25 minutes per filled circle Actual Status

☐ _____ ☐
TOTAL Comparison TOTAL

Schedule

0500 0600 0700 0800 0900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100

NOTES

Ideas, inspiration, for later to think about, issues, more information elsewhere, etc.

PRODUCTIVITY

What happened? What would you do differently?

☐ Terrible ☐ Bad ☐ OK ☐ Good ☐ Great