Date ____________

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

1. __________________________________________________________

Subtasks to complete the most important task
a. _________________________________________________________

b. _________________________________________________________

c. _________________________________________________________

IMPORTANT TASKS
These tasks should get done

2. _________________________________________________________

3. _________________________________________________________

ADDITIONAL TASKS
These tasks I want to complete

4. _________________________________________________________

5. _________________________________________________________

6. _________________________________________________________

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

PRODUCTIVITY
What happened? What would you do differently?

   Good   OK   Bad   Terrible   Great