

Date _____

Planning Your Plan

Priorities

The Main things I MUST complete TODAY, no matter what

List the priorities and to-dos that must be accomplished today and DO these before getting trapped in your inbox and other people's agendas

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

People

People I need to reach out to Today

List the people you MUST reach today no matter what

People I'm waiting on

People who you need something from to move forward

Notes:

**At the end of each day, move the data above to tomorrow's PLANNING YOUR PLAN sheet for continued implementation if NOT done

**Beware of your inbox, it's nothing but an organizing system for agenda of others;
Always keep the main thing the main thing; Focus every day -