

## Top 3 Tasks

What can you accomplish today to meet your goals?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Secondary Tasks

When you finish your "Top 3," work on these next:

\_\_\_\_\_

\_\_\_\_\_

## Task Brain Dump

List all the tasks you want to complete today:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6 am \_\_\_\_\_

7 am \_\_\_\_\_

8 am \_\_\_\_\_

9 am \_\_\_\_\_

10 am \_\_\_\_\_

11 am \_\_\_\_\_

12 pm \_\_\_\_\_

1 pm \_\_\_\_\_

2 pm \_\_\_\_\_

3 pm \_\_\_\_\_

4 pm \_\_\_\_\_

5 pm \_\_\_\_\_

6 pm \_\_\_\_\_

7 pm \_\_\_\_\_

8 pm \_\_\_\_\_

9 pm \_\_\_\_\_

10 pm \_\_\_\_\_

11 pm \_\_\_\_\_

## Track your progress!

<input type="checkbox"/>	in progress	<input type="checkbox"/>	complete
<input type="checkbox"/>	deleted	<input type="checkbox"/>	deferred