Today's plan for success

Where do today's tasks fit?

Date: _____
M T W T F S S

IMPORTANT / URGENT - Do now!

List	When?	Done?
1. _____	_____	☐
2. _____	_____	☐
3. _____	_____	☐
4. _____	_____	☐
5. _____	_____	☐

IMPORTANT / NOT URGENT - Prioritise & schedule

List	When?	Done?
1. _____	_____	☐
2. _____	_____	☐
3. _____	_____	☐
4. _____	_____	☐
5. _____	_____	☐

NOT IMPORTANT / URGENT - Delegate

List	When?	Delegated?
1. _____	_____	☐
2. _____	_____	☐
3. _____	_____	☐
4. _____	_____	☐
5. _____	_____	☐

NOT IMPORTANT / NOT URGENT - Avoid

List	Avoided?
1. _____	☐
2. _____	☐
3. _____	☐

	URGENT	NOT URGENT
IMPORTANT	NECESSITY - reduce	QUALITY - increase
NOT IMPORTANT	INTERRUPTIONS - manage	DISTRACTIONS - avoid

My biggest asset: My health

MOMENTS OF MINDFULNESS ○ ○ ○ ○ ○ ○ ○ ○

MOVEMENT SNACKS ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆

WATER HABIT ♡ ♡ ♡ ♡ ♡ ♡ ♡ ♡

Bright ideas drop here for later

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Things to remember for tomorrow

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