**DAILY TO DO’S**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** |  | **Date** |  |

**Daily Plan (1st things 1st) “TOP 3” to Accomplish**

|  |  |  |
| --- | --- | --- |
| **7:30** |  | **1)** |
| **8:00** |  | **2)** |
| **8:30** |  | **3)** |
| **9:00** |  | **“DEEP THINKING” THOUGHTS TODAY…** |
| **9:30** |  |  |
| **10:00** |  |
| **10:30** |  |
| **11:00** |  | **Notes Today…** |
| **11:30** |  | **TOMORROW** |
| **12:00** |  |
| **12:30** |  |
| **1:00** |  |
| **1:30** |  |
| **2:00** |  |
| **2:30** |  |
| **3:00** |  |
| **3:30** |  |
| **4:00** |  |
| **4:30** |  |
| **5:00** |  |

**Preparing Form Daily:**

**1) List Top3 Priorities-right side 2) Place priorities on left side. Highlight 3) Fill out rest of day-left side 4) Cross off as “Done”**