



YOUR DAILY POWER LIST

TIME MANAGEMENT SECRET

Many people make the mistake of using their daily to-do list as a parking lot, listing projects and tasks they have no intention of completing that day. Be ruthless when you make your daily list!

MY BIG GOAL _____

MY WEEK GOAL _____

TOP PRIORITIES

- Choose a maximum of THREE activities. Strive for ONE needle-moving activity. Working effectively means having less on your list and more clarity in your brain. Celebrate!

1. _____

2. _____

3. _____

TO DO TASKS

- List all the tasks you know you SHOULD DO

NOT TO DO TASKS

- List all tasks you should not be doing. Allocate them accordingly.

DELEGATE _____

AUTOMATE _____

OUTSOURCE _____

DELETE _____