

Daily Planning Sheet

Today's Date:

PEOPLE TO SEE			
✓	Time	Person	P

PHONE CALLS TO MAKE			
✓	Person	Number	P

EMAIL TO WRITE		
✓	Person/Subject	P

THINGS TO DO		
✓	What	P

✓	ITEMS TO GET	P

✓	WORK: PLAN/ORGANIZE/DELEGATE	P
	P/O/D	

LEGEND:

- 1. Assign a priority to each task.
- 2. P = priority column.
- 4. Draw a line through tasks scrapped.
- 3. ✓ = column to check when done.
- 5. Save these sheets & analyze.
