

Daily Priority Planner

Date: _____

This Month's Focus Goal: _____

This Week's Focus Goal: _____

Must Complete These Top Priorities Today:

List 1-3 action steps to move projects forward

1. _____ Estimated Time _____ Actual _____

2. _____ Estimated Time _____ Actual _____

3. _____ Estimated Time _____ Actual _____

Other Tasks After Top Priorities Have Been Completed:

Can you delegate any of these tasks?

1. _____ Estimated Time _____ Actual _____

2. _____ Estimated Time _____ Actual _____

3. _____ Estimated Time _____ Actual _____

4. _____ Estimated Time _____ Actual _____

5. _____ Estimated Time _____ Actual _____

6. _____ Estimated Time _____ Actual _____

People I must connect with today:

Call, email, text or send a card to them.

1. _____

2. _____

3. _____

4. _____

5. _____

People I'm waiting for response:

To move forward on a project or task.

1. _____

2. _____

3. _____

4. _____

5. _____