

Date: _____

DAILY RHYTHM

[Grey bar]

DO WHAT MATTERS FIRST

Single Most Important

[Grey bar]

OTHER IMPORTANT TASKS

[Grey bar]

[Grey bar]

[Grey bar]

[Grey bar]

[Grey bar]

**FILL THE GAPS
WITH QUICK WINS**

[Grey bar]

[Grey bar]

[Grey bar]

[Grey bar]

[Grey bar]

**POSTPONE, DELEGATE,
OR CHOOSE TO PASS**

[Grey bar]

[Grey bar]

[Grey bar]

NOTES/IDEAS

[Large grey area for notes/ideas]