

Project:	Date:

Daily Self WORKSHEET

To do Brain dump: Write down everything you need to do

Prioritize Tasks	Urgent Get it done now	Not Urgent Schedule it
Important	Get it dolle now	Schedule If
miporia		
	Delegate it	Delete it
Not		
Important		

Priorities Overview

What do I need to work on

TODAY	THIS WEEK	THIS MONTH

to grow my coaching and info business?



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Important		Get it done now		Schedule it	
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		What do I need to work on		
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