M	



















Schedule

FREE SPACE	7:00 am
	8:00 am
	9:00 am
	10:00 am
	11:00 am
	12:00 pm
	1:00 pm
	2:00 pm
	3:00 pm
	100
	4:00 pm
	5:00 pm
Plan tomorrow + 2	3.00 pm
Spend 15 minutes at the end of each day to look ahead at the next 3 days.	6:00 pm
Review what's on your schedule	
Prepare for each activity and task	7:00 pm
Ask, what could derail me?	
More to Do than Time to Do It?	8:00 pm
Streamline your workload with the 4 Ds	
✓ Delete tasks not worth the time.	9:00 pm
✓ Delay tasks by rescheduling.	
✓ Diminish tasks by finding a shortcut.	10:00 pm
✓ Delegate tasks to someone else.	
	11:00 pm

Work

√ Done	TASKS:	Estimated Time	4 Ds ?

Home

√ Done	TASKS:	Estimated Time	4 Ds ?

Self

✓ Done	TASKS:	Estimated Time	4 Ds ?

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