



DAILY PLANNER

PROJECTS

Project #1:

5 actions you must take to move this project forward:

1.....

2.....

3.....

4.....

5.....

Project #2:

5 actions you must take to move this project forward:

1.....

2.....

3.....

4.....

5.....

Project #3:

5 actions you must take to move this project forward:

1.....

2.....

3.....

4.....

5.....

PRIORITIES

3 actions I NEED to complete today:

These actions must be accomplished today and should be **PRIORITISED BEFORE ANYTHING ELSE**:

1.....

2.....

3.....

3 additional tasks that will follow:

AFTER you have completed your 3 priorities, these are the next to-do's to keep you moving forward:

1.....

2.....

3.....

People I NEED to reach out to today:

List of people who you MUST reach out to today:

1.....

2.....

3.....

NOTES

Write down your notes and ideas as they come to you, so they **DO NOT** distract you from today's tasks:

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