

MY DAILY FOCUS

DATE:

DAY:

Key Priorities - Daily Action Items

#1
Red
Action

#2
Green
Action

#3
Blue
Action

Secondary Action Items

Calls/Reminders/Quick Errands

#4

#5

#6

PARKING LOT (Capture Actions to Do LATER)

WHATEVER (Capture Ideas, Notes, Etc.)

SELF-CARE REMINDERS (What is Important for You, Today?) water-exercise-mindfulness-diet- meds-sleep-fun-etc.

For more information on Productivity, Time & Project Management, Organization, ADHD & Coaching, explore my Website and Blog!