

(Return here for each hour and spend 5 minutes reflecting on how each hour went and set your focus for the next hour)



Sign your name to commit to the day: Jordell Smith

TASK LIST (SET MORE TASKS THAN YOU CAN DO)

Set the level of importance for each task...

- 1. Priority = Get it done ASAP!
- 2. Urgent = Needs to be done soon but comes under priority.
- 3. Important = Needs to be done but doesn't have to be done right away.

	Priority Level	Task List For The Da	y (Set tasks that r	make progress towards your goals)
1	PRIORITY -			
2	PRIORITY -			
3	PRIORITY -			
4	PRIORITY -			
5	PRIORITY -			
6	URGENT -			
7	URGENT -			
8	URGENT -			
9	URGENT -			
10	URGENT -			
11	IMPORTANT			
12	IMPORTANT			
13	IMPORTANT			
14	IMPORTANT			
15	IMPORTANT			
Clien	t First Name	Due Date For Copy	Finished	Link To The Copy File (KEEP PRIVATE)
			Yes	
			Yes	
			Yes •	
			No •	

Keep working until you fill this!

No -

	♣ Three things I am grateful for? ♣		
1.			
2.			
3.			
	End-of-day report:		
	XWhat did I do badly?X		

	✓What did I do well?✓
	What did I learn today?
NE	WWhat do I plan to do differently tomorrow?
Who do I need to	update, contact, ask a question to, and share feedback with?
(/)	Recall the top 3 wins of the day:
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Ճ Am I proud of my efforts toward this day? Š Yes or no:

BRAIN DUMP: