Instructions: To edit this file in Google Sheets, click File then Make a Copy. This will save it to your own Google Drive. If you want to save it to Excel, click File then Download and choose Microsoft Excel. You can then delete or hide these instructions on your copy.

Remember to check off items as you go!	Choose broad categories like Work, Home, Self, Others. You might need to add Project X, Project Y if that helps.	Don't worry about making this too specific or clear. Just jot it down as it comes to you.	Is it fun and easy? Do I value it? Do I enjoy it? Does it come naturally to me?	Which FOCUS tool are you going to use?	Give it a score from 1- 4, with 1 being the highest priority. How important or urgent does it feel? Don't overthink it.	What is the EXACT next action? ie, Call dentist and ask them if they submitted insurance. Email PTA and tell them I can't help with bake sale.	What's the exact date and time you'll do it? Ideally, you group several of these tasks together so that you can just sit down and bang them out.  (Double-click the cell to choose from the dropdown calendar!)	Add helpful notes, phone numbers, store hours, website, how-to links here.
Status	Category	Task	Fun &	FOCUS	Priority	SPECIFIC Next Step	When?	Notes
			Easy?		_			
	+	Covering my grays	yes	Finish it	2	Call to make appt	Friday, June 28	
	<del></del>	Grocery shop for the week	yes	Outsource it		Sign up for Instacart+	Friday, June 28	
		Register for summer camps	no	Uncomplicate it		Set a timer for 60 min.	Saturday, June 29	
$\vdash$	Others	Leader for Girl Scouts	yes	Cut it	1	Text Jane	Thursday, July 4	
	+	Finish proposal for XYZ client	no	Uncomplicate it	1	Set a timer for 60 min.	Friday, July 5	
		Baby shower gift	no	Uncomplicate it		Send from registry	Friday, July 12	
	Others	Take dog to the vet	no	Outsource it		Ask Bob to do it	Friday, July 19	
	Others	Homeroom Mom for Kid's Class	no	Cut it		Don't sign up this fall!	Thursday, July 25	
	Work	On the board of XYZ Organization	no	Cut it	2	Step down at end of term	Friday, November 29	
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Finish it

Outsource it

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Uncomplicate it

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