

Priority #1: _____

Priority #2: _____

Priority #3: _____

5 major ways to move this forward:

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5 major ways to move this forward:

1. _____

1. _____

1. _____

2. _____

2. _____

2. _____

3. _____

3. _____

3. _____

4. _____

4. _____

4. _____

5. _____

5. _____

5. _____

RELATIONSHIPS

People I need to reach out today:

People I'm waiting on to move forward:

TASK LIST

The main tasks that I needed to complete today no matter what:

List the important tasks you need to get done today (before you get sucked into reactive mode).