



★ Design My Day ★

Today I'm grateful for

Today I will feel

SCHEDULED EVENTS

Time	Event (what's already planned?)	Prepare for success (what to remember, what to take with me etc.)

TODAY'S 3 MITS (Most Important Tasks)

1. _____
2. _____
3. _____

AFTER MY 3 MITS (if there's time...)

1. _____
2. _____
3. _____
4. _____
5. _____

PHONE CALLS / EMAILS

1. _____
2. _____
3. _____
4. _____
5. _____

Large empty box for notes or additional tasks.

