

// HOW TO USE YOUR PLANNER

- 1 // Hit those top 3 To Do's
- 2 // Give all your tasks a \$ p/hr value. Focus on \$\$\$ tasks. Reduce \$\$ tasks. Delete, Stop or Delegate \$ tasks.
- 3 // Not Now Bucket. Write all your thought distractions here and come back to them later.
- 4 // Write your Top 3 To Do's for tomorrow on a new planner when you finish work today.

TOP TO-DO ONE

TOP TO-DO TWO

TOP TO-DO THREE

TODAY'S SCHEDULE

TIME	\$ VALUE	TASKS/MEETINGS/ETC.

// TODAY'S OTHER TO DO'S

// NOT NOW BUCKET

For To Do's or ideas you have to come back to them later
