

MONDAY

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Today I will:

BIG IMPACT WORK TASK

- 1 Get proposals out
- 2 Write strategy outline
- 3 Sales calls

Big ticket items for the day, NOT your day-to-day stuff. Have another list for those or write them on the next page. Align with your weekly plan

To positively impact Home & Relationships I will:

- Spend 30min just with Tom

To positively impact Self I will:

- Run!!!

I will do this to recharge:

- Breathing - 10mins

Balance is crucial! These should align with your MIT's

Am I happy with what I achieved today?

Yes! Got big ticket items done and most of the small stuff too!!

Tomorrow I need to:

- 1 More sales calls
- 2 Be home for kids homework
- 3 Get market research for sales strategy

Your daily review. Give yourself a pat on the back or rethink tomorrow

Planning for tomorrow allows us to leave work with a clear head

Today I am grateful for:

I am grateful for quality time with my son, and the sunrise on my early morning run.

Gratitude...

MONDAY

Day planner

6 am Run 6km

7

8 Proposals

9

10 Meeting with Geoff

11

12 noon Sales Call !!

1 Lunch

2 Strategy outline

3

4 Sales calls (phone)

5 Emails and other smaller tasks

6 5:30 Leave work!!!

7 pm

Planning your day is the single most productive thing you can do. Plan those big ticket items from the opposite page

talk about strategy!!

This area is for notes, ideas and reminders.

You might also want to write your other smaller, day-to-day to-do's here.

call Sally and Pete McGregor