



Daily Focus Form

Date: ___/___/___

Directions

1. Do MY PROJECTS and MY CONTACTS before you do MY TODAY
2. Schedule 3 uninterrupted 60 minute slots today for items below
3. Write and review items needed in 7 and 30 days for your projects
4. Write all other intends or ideas on the other side of this sheet
5. 1 week rule for listed items – Delete, Do, Schedule, or list on back

Time Principles

1. Limited Resource
2. Inflexible Resource
3. Always More Things to Do Than Time Available
4. **Focus (Not Efficiency) is the Key to Mastering Time**

MY FOCUS FOR TODAY (No more than 3!)

I HAVE REVIEWED MY PROJECTS and MY CONTACTS and this is most important for today!

Top 3	Next 3-5

MY CONTACTS

People I need to contact today to help me accomplish my goals and projects

Could Help My Goals / Projects	Need to Follow Up or Waiting On Them
•	•
•	•
•	•
•	•
•	•

MY PROJECTS

3-5 things I need to do in the next 7 and 30 DAYS to help move each project or goal forward

Next 7 Days	Next 30 Days
PROJECT 1 –	
PROJECT 2 –	
PROJECT 3 –	
PROJECT 4 –	

MY MAYBE LIST – IDEAS or Thoughts for Projects or Goals

Directions – Capture your thoughts and ideas for current projects and add new projects below

PROJECT 1 –

PROJECT 2

PROJECT 3

PROJECT 4

PROJECT 5

OTHER PROJECT IDEAS and OTHER THINGS TO DO