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Rank the remaining tasks. Rank professional and personal together. (Do not rank the lists separately.) It's helpful to put numbers next to your brain drain lists before deciding what you will rank to complete today.

Time and Duration

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End of Day Review

What did you accomplish? Celebrate!

What did not get done that you put on your calendar?

Why did it not get completed? (Answer this from a loving, netural place. No harsh self-criticism!)

Do you notice any patterns or habits?

How can you adjust for tomorrow?

Gratitude for the Day:

DATE:

To-Do Brain Drain

Professional To-Do List

Mental +/- *Emotional +/-*

Personal To-Do List

Mental +/- *Emotional +/-*

The ONE Priority

What is the ONE thing that by working on it will have the greatest positive impact?

Why is this the ONE priority?

Assign your ONE Priority a time and duration and schedule it on your calendar. Do this now.

Rank the Rest

Rank the remaining tasks. Rank professional and personal together. (Do not rank the lists separately.) It's helpful to put numbers next to your brain drain lists before deciding what you will rank to complete today.

Time and Duration

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Gratitude for the Day: