

Today's Roadmap

DATE: / /

1 - BRAIN DUMP:


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DIRECTIONS -

Create a list of all the tasks you would like to complete today, then take a moment to review your list. Is there anything you can eliminate or assign to someone else?

2 - ROADMAP:

DONE (✓)

	
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DIRECTIONS -

In what order will you complete today's tasks? Reorganize your list starting with the most important task at the top, and ending with the least important task at the bottom. Focus on one task at-a-time, then move-on to the next.

3 - SAVE FOR LATER:

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DIRECTIONS -

List any other tasks that come-up throughout the day, while staying focused your roadmap. Complete them once your roadmap is finished, or add them to tomorrow's roadmap.