Tomorrow’s six tasks

Before you finish work, write up to six tasks in order of importance.
In the morning, start at the top. Finish one task before you start the next.

Plan for _____

RANK	TASK	DONE
1		☐
2		☐
3		☐
4		☐
5		☐
6		☐

BEFORE YOU FINISH

Carry unfinished tasks onto tomorrow’s list and rank the six again.