

DAILY DESTRESSING PLANNER

THE MOST URGENT TASK

TASKS WITHOUT TIME PRESSURE OR RISK FACTORS

1. _____

2. _____

3. _____

NOTES:

SELF-AWARENESS QUESTIONS

- WHEN ARE YOU MOST PRODUCTIVE?
- ARE YOU A MORNING OR AN AFTERNOON PERSON?
- WHAT IS THE FIRST THING YOU DO IN THE MORNING?
- HOW DO YOU FEEL IN THE AFTERNOON?
- ARE YOU SAVING UP OR DELAYING TASKS TO WHEN YOU HAVE THE LEAST AMOUNT OF CONCENTRATION AND HEADSPACE?
- IS THIS THE BEST USE OF YOUR TIME, FOCUS AND ENERGY?

DUMP ZONE FOR IDEAS (TO DEAL WITH LATER)

DELEGATE

ASK YOURSELF:

WHY AM I DOING THIS NOW?
WHY AM I DOING THIS **NOW**?
WHY AM **I** DOING THIS NOW?

NOTES:



FOCUS ON TODAY'S TASKS AND DUMP THE REST FOR LATER!

MANAGE YOUR ENERGY

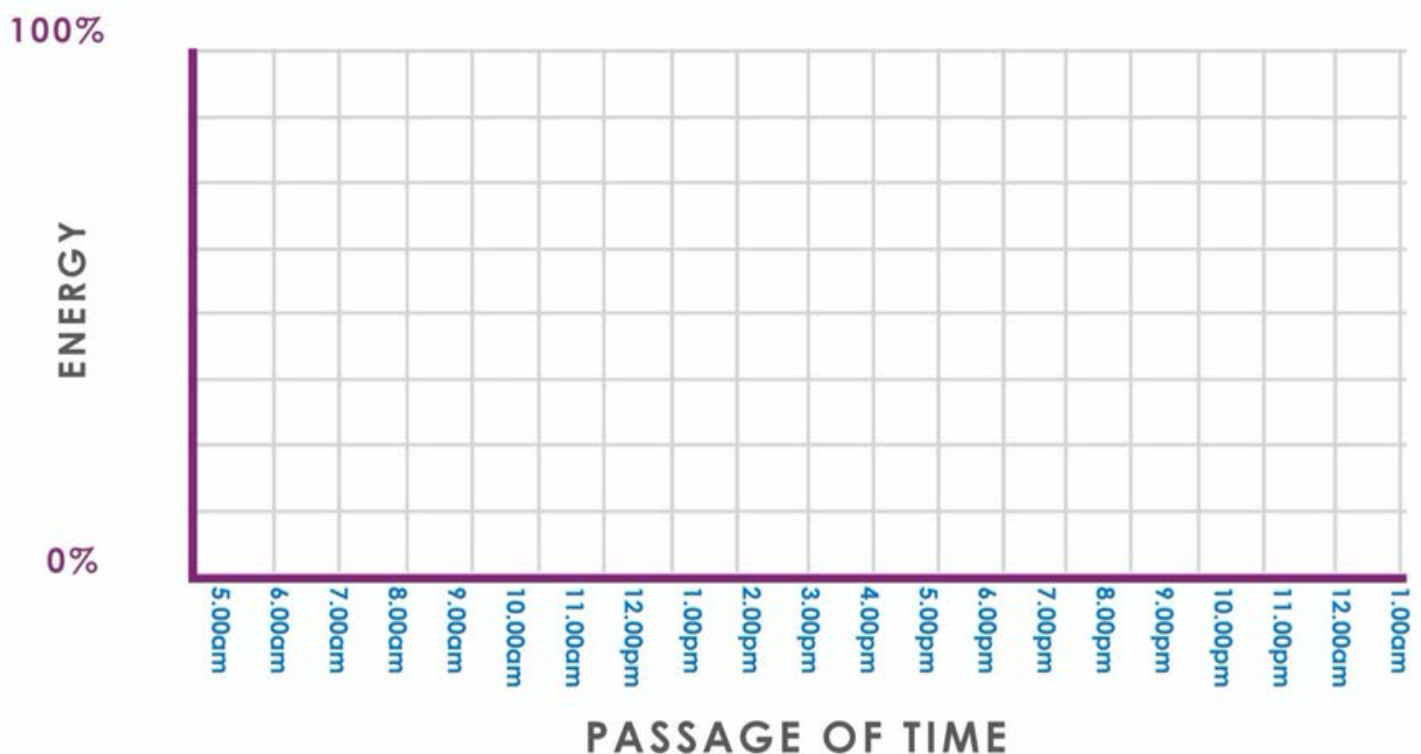
IT IS MORE EFFICIENT TO ARRANGE YOUR WORKLOAD TO MATCH YOUR ENERGY LEVELS. E.G. IF YOU KNOW THAT YOU HAVE AN ENERGY BOOST IN THE MORNINGS, USE THAT TIME FOR HIGH ENERGY OR CREATIVE TASKS, THEN USE YOUR LOWER ENERGY TIMES FOR GENERAL ADMIN TASKS SUCH AS CHECKING EMAILS.

USE THE CHART PLOT YOUR OWN ENERGY CYCLE:

- DOES THIS MATCH WHEN YOU SCHEDULE YOUR WORK?

COULD YOU USE THE CHART TO PLOT FOR A DIFFERENT TIME PERIOD:

A WEEK, A MONTH, A QUARTER OR EVEN A YEAR?



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