



INSTRUCTIONS

- Write the 4 main areas of focus in your life, eg: Family/Friends, Home, Work, Me.
- Under each area write out every single task or goal you would like to complete for each area.

This allows you to "close some of the open tabs in your brain", by getting all your tasks

and goals out of your head and onto paper you can map out exactly what you need to achieve and have the brain space to complete those tasks.

- As you complete the tasks/goals, check them off your list.
- Keep track of your progress, print out or save on your phone/tablet/desktop fill in & save or take note in your diary.

ONE	TWO
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THREE	FOUR