



THE NEW "TO DO" LIST

TASK MANAGEMENT SYSTEM

INSTRUCTIONS: Refer to your Weekly Task Planner, and then use this page daily to plan out your day ahead. Refer back to this page throughout the day - and whenever you've completed a task. **Tip:** Don't overdo it! Review your diary first: What can you achieve given your pre-existing meetings/commitments? Working daily on one big project task and 1-3 smaller tasks is ideal.

SMART TASK REMINDER: Specific, Measurable, (easily) Actionable, Realistic, Time-bound.

MT TOP 3 PRIORITIES THIS WEEK (IN PRIORITY ORDER):

1 _____
 2 _____
 3 _____

	DAILY WORK PRIORITIES - WORK FIRST ON WHAT MATTERS MOST		OTHER TASKS
MONDAY	Big Project SMART Task/s _____ _____	Quick WINS/FILLER Tasks _____ _____	Personal/Delegation Tasks _____ _____
TUESDAY	Big Project SMART Task/s _____ _____	Quick WINS/FILLER Tasks _____ _____	Personal/Delegation Tasks _____ _____
WEDNESDAY	Big Project SMART Task/s _____ _____	Quick WINS/FILLER Tasks _____ _____	Personal/Delegation Tasks _____ _____
THURSDAY	Big Project SMART Task/s _____ _____	Quick WINS/FILLER Tasks _____ _____	Personal/Delegation Tasks _____ _____
FRIDAY	Big Project SMART Task/s _____ _____	Quick WINS/FILLER Tasks _____ _____	Personal/Delegation Tasks _____ _____

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