

## THE FOUR STEPS OF A DAILY PLAN

| Status Symbols     |                       |             |
|--------------------|-----------------------|-------------|
| ● Current Activity | / Partially completed | M Delegated |
| X Completed        | → Moved               | ○ Batched   |

DATE: \_\_\_\_\_

| DAILY ACTIVITIES |  |  |
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② Prioritize the tasks  
"A," "B," or "C."

① List all of the activities for the day.

③ For tasks that require going out, circle them and "Batch" them together for efficiency.

④ Use symbols to keep you up to date on the status of each item.