

THE FOUR STEPS OF A DAILY PLAN

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

DATE: Wednesday, February 11

ABC PRIORITY	STATUS	DAILY ACTIVITIES
A	X	Go to School
B	/	Work on Job Applications
A		Basketball Practice
C	X	Call Grandma
C	→	Doctor's Appointment
B	○	Buy Groceries
A	●	Do Homework
A	/	Study for Math Test
C	X	Clean Room
A	○	Pick Up Jane
C		Read
C	M	Return Library Books

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.

Written daily plans are essential for anyone who has significant responsibilities. Nobody can be proactive all the time. The skill in time management is having the sense of knowing when to be proactive and when to be reactive. A written plan, such as this, increases efficiency. ©2019 Core IQ. All rights reserved.