

Daily Planning Guidelines

Planning each day is one of the most important things we can do to optimize our productivity. The simple act of writing down your plan helps you to stay focused on *your* work – regardless of how many other things vie for your attention.

3 Simple Steps:

- **Write Out Your Plan:** Commit to writing down your plan each day. The ideal time to plan tomorrow is at the end of today.
- **Priority versus Important:** Differentiate between the tasks you must complete that day (priority) versus the tasks you would like to complete that day (important).
- **Build in Buffers:** Be realistic about your plan. Allow time for the types of things that will inevitably come up: emails, phone calls, requests from colleagues, etc.

For more information about this exercise, please contact us at info@clearconceptinc.ca.

Daily Plan

Priority:

Important:

Daily Plan

Priority:

Important:

Daily Plan

Priority:

Important:

Start each day with a plan

	<p><u>Priority</u></p> <ul style="list-style-type: none">■ Prepare reports for Jennifer■ Call Mark re: proposal■ Meet with Jessie to meeting follow-up
	<p><u>Important:</u></p> <ul style="list-style-type: none">■ Revise client materials■ Brief Anthony on new policy■ Follow-up on referral

If necessary,
use this
column to
assign times

Limit yourself
to 3

Be realistic. This is
a daily plan, not a
monthly wish list!