

MOST IMPORTANT TASK OF THE DAY

The one thing you must complete today in order to be satisfied

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TargetTrack 25min/bubbleActual

ADDITIONAL TASKS

List in order of importance. Do these only after you have completed the Most Important Task of the Day

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PROJECT #1

PROJECT #2

PROJECT #3

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Top 3 Priorities for this Project

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CONNECTIONS

The people I need to connect with today

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Top 3 Priorities for this Project

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Top 3 Priorities for this Project

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NOTES

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Simplicity boils down to two steps: Identify the essential. Eliminate the rest. — Leo Babauta