

# Get It All Out

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#1 - It doesn't have to be perfect just get the mice out of your mind and down on paper.

#2 - Go back and cross out the things you don't need to take action on.

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# Need To Be Done By...

MONTH:

TASK	✓	DATE

# Things I Go Do RIGHT NOW

When you take the time to get even just a few things off your mind you will feel SO MUCH BETTER. Take the time to get 2-3 quick things done now to help you feel more in control and less chaotic.

I can get these done  
right now. Today!!!

I will get these done  
THIS WEEK!

DETAILS

# Daily Planner

Be intentional every day... Its time you will never get back.

S M T W T F S

## TODAY'S SCHEDULE

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

## TO DO LIST

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

## FOR TOMORROW

## NOTES