



Daily Planning Template

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Step 1: Clear your emails

As you consider each email you have three options:

a.) Delete it: if after reading it you realise there's nothing more to be done, or it's just junk.

b.) Deal with it: if it's going to take truly less than a minute or so.

c.) Turn the email into a to-do:

- If it needs to be dealt with today it'll go onto today's to-do list or into your task management system.
- If it doesn't need to be done today, you can park it on the list of jobs for this week
- Or if it doesn't need to be done this week, add it to the master to-do list and pick it up next week.

Most of the emails in your inbox will get deleted or turned into a to-do on your master to-do list.

Step 2: Ascertain how much time you have available today

How much time do you have available in your calendar for today, between the other commitments you already have in your diary?

Write the time available down and be honest with yourself:

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Step 3: Pick the important tasks that can be done today

a.) Make sure they fit into your designated working hours. Don't over-reach. Less is more.

b.) Mark today's tasks into your calendar, blocking out the necessary time, plus a little bit of margin for error, for each one.

This is the key step in the daily planning process that you're going to want to skip or shortcut in some way.

Please don't.

Step 4: Work the day as planned

Just get out there and let it rip.