

DECLUTTER/CAPTURE LIST/TO DO LIST

COMMUNICATE – WHAT & WHY

RESULT. ACTION .PROJECT

i.e clean kitchen and clean out the kitchen cabinet

so that its neat and organized.

Get a degree

So I can apply for a Director position

--	--

#2

MASTER PROJECT PLAN		
KEY RESULTS	ULTIMATE RESULTS	ULTIMATE PURPOSE

#3

DAILY PLAN

DAILY ACTION PLAN	RESULTS/OUTCOMES YOU'RE LOOKING FOR	PURPOSE OF THE RESULT

#4

DAILY/MONTHLY PLAN		
WHAT CAN YOU DELEGATE OR CHUNK/ADD UP?	WHO CAN YOU DELEGATE TO?	MISCELLANEOUS