

DAILY TASK SHEET

TODAY IS Mon / Tue / Wed / Thu / Fri / Sat / Sun Date: _____

From	Today's Tasks / Comments Start day at: _____ Finish day at: _____	Priority	Estimated time	Actual Time	Code

Read these expressions three times today (place a in the box as you need)

<p>“The few things that work fantastically well should be identified, cultivated, nurtured and multiplied.” - Richard Koch</p>	<p>“Nothing is particularly hard if you divide it into small jobs.” - Henry Ford</p>	<p>“One can have no smaller or greater mastery than mastery of oneself” - Da Vinci</p>
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Priority

- H – High
- M – Medium
- L - Low

Code

- Completed
- - Moved or Transferred
- O - Delegated(insert initials)
- X - Deleted

Fax to: (02) 5301 6170

From: _____

DAILY TASK SHEET

When Faxing – Date: _____ Your Name _____

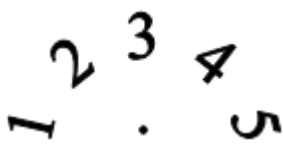
THESE MATTERS I DID WELL

I CAN IMPROVE ON THESE MATTERS

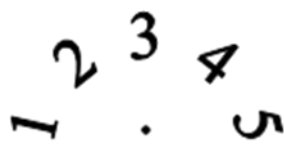
THE BUSINESS AND/OR LIFE LESSONS I LEARNED TODAY

What part of the day was the most productive? Least productive?	
What were my three biggest time wasters today?	
Which activities need more time? Which needs less time?	
Beginning tomorrow, what will I do to make better use of my time?	
The people I praised today	
The customers/clients I contacted today:	

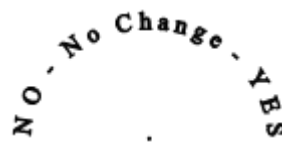
OTHER ISSUES



My Enthusiasm



My Commitment



Personal Progress Metre



Business Progress Metre

Indicate with an arrow