

## PRIORITIES

The main things I must complete today, no matter what:

## PEOPLE

People I need to reach out to today:

## PROJECTS

**Project #1** \_\_\_\_\_

5 big things I must do to move this project forward:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Project #2** \_\_\_\_\_

5 big things I must do to move this project forward:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Project #3** \_\_\_\_\_

5 big things I must do to move this project forward:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_