

Tasks	Urgent	Not Urgent
Important	Do it now	Plan it
Not Important	Delegate it	Postpone it

# My Day Planner

## Effective, Organised, Successful

<b>Name:</b>	<b>Date:</b>
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No:	I am doing it now:	Status:	Notes:
1			
2			
3			
No:	I will do it as soon as I finish No 1, 2, 3:	Status:	Notes:
1			
2			
3			
4			
5			
No:	I will ask for help to complete these tasks:	Status:	Notes:
1			
2			
3			
4			
5			
No:	Not important:	Status:	Notes:
1			
2			
3			
4			
5			

**In order to complete my tasks effectively, I will:**

- Make sure I had something to eat before working on the list, so I don't have to interrupt the flow of productivity.
- Turn off the phone, the TV, etc.
- Avoid Facebook, Pinterest or any other fun, time-consuming activities.
- Prepare for my tasks (e.g. clean my desk).
- Work on Urgent / Important straight away.
- Evaluate my list every day.
- Take pride in being organised and efficient.
- Reward myself for making an effort and organising my day successfully.