



Pilot Fire

Making the Day's Plan

Before email or phone calls, take 2 minutes to plan your day.

Appointments	Do	Date
8: Finalize presentation	③ Call Bob, Sandee	April 12, 2011
	② Order Printer Ink	
10-11: Meet with Chris about barn doors	✗ Schedule Tutu meetings	
	② Send animation to Stan	
12: Play with kittens	② Get some exercise	
	① Finalize presentation	
	① Get specs to Thelma	
4: Call Thelma	③ Get knee surgery →	
7: Shoot hoops	③ Open savings acct.	
	○	

On a 3x5 card:

Write down appointments. Make sure you give enough time to prepare for and get to appointments.

Make your Do list. If one of your goals has a lot of little goals, make a separate checklist and file it until you are ready to do them.

Prioritize your Do list.

1 = Important & Urgent (Goals on your Week's Plan = 1)

2 = Things that you'd like to do.

3 = Stuff that would be nice to do if you have extra time.

1 Circle the one most important thing. Make an appointment to do it.

Then:

Start with the 1's and work down.

Cross things off as you do them.

If a meeting isn't important, cancel it.

If you decide not to do something, mark it moved to another day. →