

Daily Timeboxing

 Date _____

Top 3 priorities

If you could only finish three tasks today, these should be it. *(Apply Pareto's Principle)*

#1 _____

#2 _____


#3 _____

Brain dump

Write down any thoughts popping into your mind, using short, informal sentences. Make sure your head is clear after this.

Schedule

First, fill in all time-bound tasks. Then, allocate specific time slots for the other tasks. *(Apply Parkinson's Law)*

	:00	:30
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Notes and ideas

Jot below the line anything that comes up during the day.

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