

THE DAILY DONE LIST... ___/___/___

Success comes when it is done!

TODAY'S 3 INTENTIONS

DONE!

REMEMBER FOR LATER



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webdesign mentor

THE DAILY **DONE!** LIST

How to use the Daily Done List

1. Print and fold into thirds - DL brochure.
2. List your 3 intentions for the day. What 3 things do you want to accomplish by the end of the day?
3. List the to-do tasks. What tasks/activities will help you achieve those 3 intentions and any other smaller must-do things.
4. Note any thoughts or ideas that pop up during the day but are not part of this day's intentions in "Remember for Later". This will stop you thinking on it instead of focusing on your planned intentions for the day.

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