

BEYOND MARKS

PRIORITY OVER PROCRASTINATION PLANNER

Name: _____ Date: _____

Instructions

List all the tasks currently on your mind. Then decide what deserves your attention first.

Priority comes before productivity.

Brain Dump

Write down everything that is currently demanding your attention.

[illegible]

What Needs My Attention First?

Mark each task as Now, Next, or Later.

[illegible]

Today's Top 3 Priorities

If I complete only three things today, they will be:

1.

2.

3.

First Action Step

Sometimes starting is harder than doing. Write the smallest action that will get you moving.

Priority	First Action Step
1	
2	
3	

Reflection

Which task have I been avoiding the most?

Why?

What is one step I can take today?

You do not need to do everything.

You need to do the right thing first.