

# The One Minute Focus

Date. \_\_\_\_\_

## My Life's BIG Projects

Project 1. \_\_\_\_\_ Project 2. \_\_\_\_\_ Project 3. \_\_\_\_\_

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 1. _____ | 1. _____ |
| 2. _____ | 2. _____ | 2. _____ |
| 3. _____ | 3. _____ | 3. _____ |
| 4. _____ | 4. _____ | 4. _____ |
| 5. _____ | 5. _____ | 5. _____ |

## The Key People I must contact TODAY

People I need to reach out to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

People I am waiting on:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## TODAY's 5 Highest Priorities

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Parkinsons's Law** - Work expands to fill the space and time available.

*If you don't fill your day with High priority actions, it gets filled with distractions.*

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