

Daily To-Do Chart

List all your tasks. Identify those items that must be done today and mark an A in the Priority box. Next, identify the items that can be put off until tomorrow and mark a B in the Priority box. Mark C in those items that need to be done, but can wait until there is more time. Only do those items marked A today. Move those items marked B to an A position, so that they will be done, first thing, tomorrow. Continue rotating up the tasks, so that all your projects get done in a timely fashion. Place a \checkmark when task is completely finished. (Print out chart)

Things to do	\checkmark	Priority	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Remember...

Staying motivated requires action. The purpose of a time management chart is to be sure that your goals are met and that procrastination does not break the momentum. Every time you reach a goal, you are able to move on to the next one. All it takes is the first step. In this way, you start a cycle of achievement, which keeps the hope of success alive.

Success depends on drive, commitment, focus and persistence. The secret to completing your tasks and reaching your goals is focusing on the desired outcome. The desire alone will give you the energy to achieve, setting you in a proper course of action.

For more inspiring tools and techniques for success, go to <http://www.bummedoutboomer.com/ecourse> and learn about the Joy of Optimism 10 Lesson eCourse.

Amy Sherman, LMHC

<http://www.bummedoutboomer.com>

amy@bummedoutboomer.com

561-281-2975