

Look what *got done.*

Write each thing down as you finish it, planned or not. Star what wasn't on the plan. Tonight, read the list back before you look at tomorrow.

I THE PLAN TWO OR THREE THINGS THAT MATTER TODAY

- 1 ☐
- 2 ☐
- 3 ☐

II TA-DA EVERYTHING DONE, AS IT GETS DONE

- | | |
|----|----|
| 1 | 16 |
| 2 | 17 |
| 3 | 18 |
| 4 | 19 |
| 5 | 20 |
| 6 | 21 |
| 7 | 22 |
| 8 | 23 |
| 9 | 24 |
| 10 | 25 |
| 11 | 26 |
| 12 | 27 |
| 13 | 28 |
| 14 | 29 |
| 15 | 30 |

III TONIGHT TWO MINUTES

The one that mattered most

What made it possible

Tomorrow, first thing

A week of *ta-das.*

A few lines a day, the biggest things only. On the last evening, read the week back: it is almost always longer than it felt.

IV THE WEEK THREE LINES A DAY

Monday DATE _____

Wednesday DATE _____

Friday DATE _____

Sunday DATE _____

Tuesday DATE _____

Thursday DATE _____

Saturday DATE _____

The week's best

V READ IT BACK TEN MINUTES, AT THE END OF THE WEEK

Where I made progress on what matters

Done, though it was never on a list

What helped, to keep doing

Next week, first thing
