

My Ideal Week

GUIDING STATEMENTS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
MY PURPOSE IS:	TO DO TODAY							DISTRIBUTION:
GOALS FOR THE WEEK:	TODAY'S APPOINTMENTS							SALES:
SELF:	8-12							CURRENT CLIENTS:
FAMILY:	12-2							
BUSINESS:	2-5							
FINANCIAL TARGET:	IMPORTANT: CONTROL WHAT I NEED TO DO.				URGENT: STRESS WHAT OTHERS NEED ME TO DO.			GRATITUDE FOR:
	5-9							

- THE 4 RULES FOR YOUR TO-DO LIST ARE:
1. PLAN TOMORROW TONIGHT.
 2. PLAN 3 TASKS.
 3. BALANCE THE URGENT WITH THE IMPORTANT.
 4. BALANCE RED-BLUE-BLACK.