Six Important Things to Do

Step One – Create your evaluation statement
What is your most immediate goal. For instance, is it becoming an Independent Sales Director or achieving

My Evaluation Statement:
My most immediate goal is:

Step Two – Splatter List
List every item that needs to be done. Just writing it down can be liberating.

Delegate To:	Exactly What Needs to Be Done:

Step Three – What Can Be Delegated
Determine what can be delegated and type the name of the person beside those items. Give that person a copy of the list.

Step Four – Evaluate the List
Evaluate the remaining items according to your evaluation statement. If it doesn't bring you closer to your goal, then leave it on the "splatter" list to do later when you have time.

Step Five – The Six Most Important Thing You Need to Do Personally Today
Type in the space below only the six most important items that need to be done by you personally today. Be precise in noting what needs to be done. For instance, if you need to file the papers on your desk, then file the papers on your desk. Don't spend additional time organizing your files while you're at it.

	Task:	Task Details:
1		
2		
3		
4		
5		
6		

Step Six – Review the List
Review your list the following morning to make certain you've chosen the appropriate items for that day.