

PRODUCTIVITY & PRIORITIES

WORKSHEET



THE COACHING MASTERS

STEP #1

Brain dump EVERYTHING you have on your plate (ie: everything you have on your mind and needs to be done).



STEP #2

Define what's on your plate. What actually needs to be done today?

STEP #3

Is there anything we can take off your plate because you can get someone else to help you with it?

What can be done by someone else?	Who can help you with it?	How can you ask them for their help as soon as possible?

STEP #4

Now let's look at all the tasks for today and define what your "veggies" are: What are the things you want to do least? It's best to get these done first because procrastinating on doing these things makes you more likely to distract yourself with other tasks or things that are not important while you'll feel super motivated to finish the more pleasant tasks once you're done. It's like eating your veggies first so you can enjoy the rest of your meal and treat yourself with dessert after.

STEP #5

Now let's sort the remaining tasks that are on your plate today from "Not too much fun to do that either" to "I actually really".

STEP #6

Now let's look at the remaining items from your brain dump: What needs to "go into the fridge" because it will be on your plate tomorrow or on another day.

Fridge	Trash