




Name: \_\_\_\_\_






Date: \_\_\_\_\_

**Eat the worst frogs first!**




**What are my top priorities I need to achieve today? Maximum of 3 priorities only**

	TASK:	Time I need:	Actual Time:	Task Completed
				
				
				

**What else do I NEED to get done today? Normal tasks you would need to complete on a daily basis.**

	Task	Time I need:	Actual Time:	Task Completed
				
				
				
				
				

**If I have done all of the above, what would I LIKE to get done today?**

	Task	Time I need:	Actual Time:	Task Completed
				
				
				

End of day review: Consider, if you have not completed one or more of your "need" tasks, do you need to make them your "priorities" tomorrow? Did you estimate the time needed for each task correctly? Do you need to give yourself more time on one task and less on others? Is your current work load realistic? Have you taken on too much? What steps can you take to improve your own Time Management?