

Morning Clarity Map

Feeling like nothing is getting done? Too many projects? Just can't prioritize?

Below is a simple check list to help you cut through clutter and feel productive. Focus on the three main projects at any given time. ALL else must be ignored! Selective ignorance is BLISS. Make this list EVERY MORNING. This will give you clarity on how to best manage your time... And don't forget to allow for ease and flexibility! Quality time with your loved one can be a pillar too ;)

ENDEAVOR 1:

5 things I want to focus on today to move this forward and give it the attention it deserves:

1. _____
2. _____
3. _____
4. _____
5. _____

ENDEAVOR 2:

5 things I want to focus on today to move this forward and give it the attention it deserves:

1. _____
2. _____
3. _____
4. _____
5. _____

ENDEAVOR 3:

5 things I want to focus on today to move this forward and give it the attention it deserves:

1. _____
2. _____
3. _____
4. _____
5. _____

LIST OF PEOPLE I NEED TO INTERACT WITH TODAY:

- A. People I need to reach out to today no matter what
- B. People I am waiting on

MY PRIORITIES:

List of what I will do today: *(Do this before getting sucked into the "inbox" vortex and other people's agendas)*