

# The Daily Five

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

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

Priority	Status	Due Date	Owner	Project / Task	Notes
1					
2					
3					
4					
5					

1. What did you promise to do for yourself, a family member or a client today?
2. What are the important items today and what is urgent?
3. What can you delegate?
4. What are you procrastinating about today?
5. Are your priorities today aligned with your weekly goals and business plan?