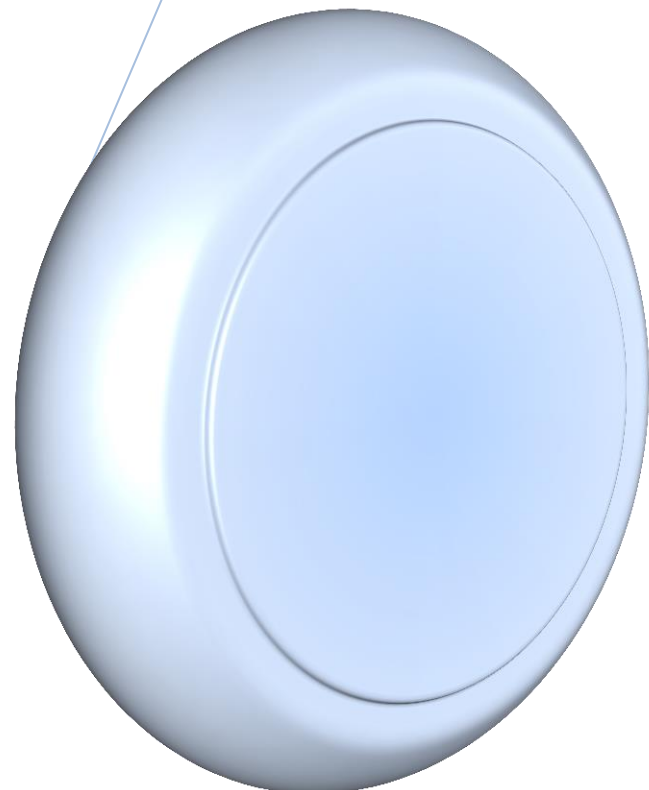




Countdown to Takeoff: Making Time Count

Do more in less time

One of the most important resources that can never be increased or replaced is time. Everyone is given the same amount of time in the day. The most successful leaders and entrepreneurs have a strategy to make it count. To get more done in less time. Complete workbook daily and start tapping into your greatness and live each day with purpose.



What Is **Important** that I finish Today?

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

What Is **Urgent** For Me To Achieve Today?

1. _____
2. _____
3. _____

What Is **Critical** For Me To Accomplish Today?

1. _____
2. _____
3. _____

My 3 **Top-Priority, Highest Influence Activities** I will Zero In On (Without Distractions) and Complete

Today Are:

1. _____
2. _____
3. _____

My 3 **Highest Income Producing Activities** I Am focusing On And Getting Done Today Are:

1. _____
2. _____
3. _____

My **Must-Do Projects** That Support My Weekly + Monthly Goals And Objectives Are:

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

Waiting for Communication From (List The People You Need Help From To achieve your Daily Goals):

1. _____
2. _____
3. _____

People I Will Contact **TODAY**:

1. _____
2. _____
3. _____

New Important Opportunities That recently appeared (To Do At A Later Date):

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

Any extra time I Have Time I Will:

1. _____
2. _____
3. _____

Daily Review On A Scale Of 1-10 (10 Being Best) How Would You Rate Your Effectiveness For The Day?

1 2 3 4 5 6 7 8 9 10 My Day Today Was: Highly Productive, Somewhat Productive Or Unproductive?

How Can I Improve Tomorrow?

1. _____
2. _____
3. _____

Sign _____ Date _____