

# MyMorningBattlePlan

You program the GPS before you drive somewhere. Start your day with a plan.

## THE ABSOLUTE MINIMUM

These tasks absolutely have to be done before the day ends, even if you have to stay up to do it.

## TODAY'S TOP PRIORITIES

These are the most important or most urgent 2-5 tasks in each of your main categories.

 **HOUSE**

 **SPOUSE**

 **KIDS**

 **SELF**

## THE SCHEDULE

Anything at a specific time.

8:00am

12:00pm

4:00pm

8:00pm

## THE REST

These are all the other tasks that will get done if you have time.

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I hereby verify that the time I have available is sufficient to complete the tasks I have planned for today.