

The Golden 10

Use this checklist at the end of your day to build momentum into your goal achievement and life's purpose.

- ☐ Process all your inboxes
- ☐ Review your calendar for tomorrow.
- ☐ Schedule your focus time
- ☐ What work do you want to accomplish tomorrow?
(Schedule that work in your calendar)

- ☐ What two objectives will you make tomorrow?
- ☐ What can I do to make progress on my goals?

This end of day checklist should take no more than ten minutes. Do this every day and make it a habit and you will soon find you no longer have stress and you are moving closer and closer towards your goals.



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For more information on how I can help you to become better organised and more productive visit my [website](http://www.carlpullein.com).