

5%

95%

Collect

Organise

Do

Collect  
Tasks / commitments etc



Inbox

This week

Next week

This month

Next month

Long term / On hold

Routines

TODAY

This week

Recurring Areas of Focus

Routines

- Continue working on sales report  
Today
- Put in holiday request form  
Today
- Contact Mr Tanner re last week's order  
Today
- Check bank accounts  
Every Thursday
- Talk to HR about new hire  
Today
- Finish COD online course  
Today
- Complete this months expenses report  
Every 25th monthly
- Clear email "Action This Day" folder  
Every day
- Do Golden 10 Planning  
Every day