
Daily Meta To-Do List

TODAY IS A: [] FOCUS [] ADMIN [] SPIRIT DAY

What is the 20% of your TO-DO list that will produce 80% of the results?

What would make today a day to be proud of?

Ideas Unleashed

- Management

 - Prospect follow-up

 - Hiring

 - Partnerships

- Project Review

 - Check Campaigns

 - High-end Skate Park

 - Oreo Ice Cream Cake “acquisition”

Daily Administrative

- Check inbox

- Check voicemail

- Return phone calls

- Review @Waiting

Personal

- Areas for improvement

REMEMBER: Do an AUTOFOCUS pass through your task list **before** checking email!