

Daily Mapping

Today's Date: _____

Planning Checklist	Time	Task	Est. Time
✓ Spend 15 min. each morning or at end of each day to strategize next day's agenda	AM		
	7:00		
	7:15		
	7:30		
	7:45		
	8:00		
	8:15		
	8:30		
	8:45		
	✓ Write to-do list on separate sheet	9:00	
		9:15	
		9:30	
	✓ Cluster similar tasks	9:45	
		10:00	
		10:15	
	✓ Look for tasks to delegate	10:30	
		10:45	
		11:00	
	✓ Prioritize	11:15	
		11:30	
		11:45	
	✓ Estimate Length	PM	
		12:00	
		12:15	
✓ Map weekly and monthly tasks on calendar		12:30	
		12:45	
		1:00	
		1:15	
		1:30	
		1:45	
✓ Now, map out today's tasks on this sheet		2:00	
		2:15	
		2:30	
		2:45	
		3:00	
		3:15	
		3:30	
		3:45	
		4:00	
		4:15	
		4:30	
		4:45	
		5:00	
		5:15	
		5:30	
		5:45	
		6:00	
		6:15	
		6:30	
		6:45	
		7:00	
		7:15	
		7:30	
		7:45	
		8:00	

Benefits of Daily Mapping:

- helps you plan out your day more realistically → helps you achieve everything (or almost) on what's on your docket today
- the more you achieve → the more in control and productive you feel → injects new energy → creates momentum →
- → positively affects you productivity for tomorrow.
- High productivity and high impact starts with **proper planning habits**

