

MAXIMISE YOUR DAY

TOP 6 DOLLAR PRODUCTIVE ACTIVITIES TODAY

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____
- ☐ 5. _____
- ☐ 6. _____

Do only the numbered task at hand.

Do not think of the next task during the current task.

Only once you have fully completed your current task will you move on.

Set a specific time of day to do your activities and administration each day.

GENERAL ADMINISTRATION

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

PHONE CALLS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

NOTES

Dollar Productive Tasks that will result in you earning money.

Ex: 3 Face to Face Appointments Today

General Administration Tasks that will not earn you money.

Ex: Answering or organizing E-mails.

Phone Calls = Top clients, leads or people to phone who will help move you ahead.