

Title/Quote

Date

Start Time

Goals

1.

The One Thing

What is the single most important goal for today?

Time Boxing

00:00

2.

Who Can Assist?

Who do you know that knows how to accomplish this?

00:00

3.

4.

Resources?

What resources are needed to accomplish this goal today?

00:00

5.

00:00

Calls/Emails

Expected Result

What result should come of this goal today?

1.

00:00

2.

How?

What tasks need to be completed to accomplish The One Thing?

00:00

3.

4.

Breakdown The Steps

00:00

5.

00:00

Ideas

Notes/Accomplishments

00:00

- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 16 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30 31

00:00



%0

COMPLETED

100%

Toss File Frame

Title/Quote

Date

Start Time

Goals

1.

The One Thing

What is the single most important goal for today?

Time Boxing

00:00

2.

Who Can Assist?

Who do you know that knows how to accomplish this?

00:00

3.

4.

Resources?

What resources are needed to accomplish this goal today?

00:00

5.

00:00

Calls/Emails

Expected Result

What result should come of this goal today?

1.

00:00

2.

How?

What tasks need to be completed to accomplish The One Thing?

00:00

3.

4.

Breakdown The Steps

00:00

5.

00:00

Ideas

Notes/Accomplishments

00:00

- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 16 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30 31

00:00



%0

COMPLETED

100%

Toss File Frame