

Daily *Priorities* Workflow

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Step 1:

Write everything you would like to accomplish today.

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Step 2:

Sort the items from the list above.

 *Must be done today*

 *Really want to do*

 *Can wait or delegate*

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Step 3:

Assign the tasks from step 2. Be sure to include a want item or two!

 *My To-do Today:*

 *Delegate these to...*
task name

 *Backburner*

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