

My Daily Task Sheet

Instructions

Create your Daily Task Sheets in a notebook or buy a loose-leaf folder. You can print off a page for each day and enter your task each night for the following day. This could be done on your computer. Just make up a simple spreadsheet like the one you see on page 3 – as long as you can take it with you wherever you go. You can also download a “Daily Task Sheet - Computer Friendly” in the tools section at www.4lifesehelp.com, fill in the blanks and save in a folder on your computer.







This is an idea which came from my daughter when she was working on several goals at once, including health, finances and travel.

You may want to use your Task Sheet for just one goal, or you could choose to use it for one task for each of several areas of your life – for example; physical and health, relationships and family, finance and career, spiritual, lifestyle and travel.

The key to using Daily Task Sheets is to keep them simple, to have fun and to reward yourself with a in your Done Box on completion.

My Daily Task Sheet

Rules

-  Keep the tasks simple and achievable. It may be a phone call or email. Perhaps writing a list. It could be re-reading your goal.
-  It must be something that will move you closer to your goal.
-  Prioritise your list. **This is the most important rule.** Write your tasks in order of importance. Do not move on to number two, until you have completed number one.
-  When a task is completed mark ✓ in the Done column. Well done.
-  You may choose to do one task for each of several goals you have in your life, or it may be tasks for just one goal.
-  If you do not complete your list today, then move incomplete tasks to tomorrow. You may need to consider whether you are setting too many tasks. Perhaps just three tasks for today will be sufficient. Feel a sense of achievement at the end of each day.

My Daily Task Sheet

*If we did the things we are capable of doing,
we would literally astound ourselves.*

Thomas A. Edison

Day:

Date:

Six Most Important Things



①			<input type="checkbox"/>
②			<input type="checkbox"/>
③			<input type="checkbox"/>
④			<input type="checkbox"/>
⑤			<input type="checkbox"/>
⑥			<input type="checkbox"/>

My Affirmation for the day:

Notes: