Daily Results Planner

Key Priorities
Status Codes

✓ - Accomplished
→ - Rescheduled
⊗ - Delegated
✕ - Deleted

Date: _____

Key Projects

Project #1: _____

Actions/steps for moving toward the results I want:

1. _____
2. _____
3. _____
4. _____
5. _____

Project #2: _____

Actions/steps for moving toward the results I want:

1. _____
2. _____
3. _____
4. _____
5. _____

Project #3: _____

Actions/steps for moving toward the results I want:

1. _____
2. _____
3. _____
4. _____
5. _____

Key People

Contact

These people I need to specifically contact today:

_____

_____

_____

Follow-up

These people I need to follow-up with today

_____

_____

_____

Network

These people I want to network with today

_____

_____

_____

Key Priorities

The specific results I absolutely will accomplish.

A: These are the things that I must accomplish today to stay on track – I focus on these before email, social media or any other distractions.

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

B: These are additional things that I will accomplish once my A. priority results have been obtained.

☐ _____

☐ _____

☐ _____

☐ _____

Dynamic Results = Dynamic Life!
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