

Daily Performance Planner

Date _____ Day _____

PROJECTS: Write your main projects below and the big actions needed to accomplish them.

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

PEOPLE I'm **WAITING** on right now to accomplish a project of priority...

Waiting On	PROJECT	PERSON
1 <input type="checkbox"/>		
2 <input type="checkbox"/>		
3 <input type="checkbox"/>		
4 <input type="checkbox"/>		
5 <input type="checkbox"/>		

PEOPLE I need to **REACH OUT TO** today in order to accomplish a project or priority...

Reach Out To	PROJECT	PERSON
1 <input type="checkbox"/>		
2 <input type="checkbox"/>		
3 <input type="checkbox"/>		
4 <input type="checkbox"/>		
5 <input type="checkbox"/>		

Set Appointments I need to **KEEP** in order to accomplish a project or priority...

Set Appointments	Person / Time
1 <input type="checkbox"/>	5 <input type="checkbox"/> 9 <input type="checkbox"/>
2 <input type="checkbox"/>	6 <input type="checkbox"/> 10 <input type="checkbox"/>
3 <input type="checkbox"/>	7 <input type="checkbox"/> 11 <input type="checkbox"/>
4 <input type="checkbox"/>	8 <input type="checkbox"/> 12 <input type="checkbox"/>

