

# Daily Planning Guide

“Eat a live frog every morning,  
and nothing worse can happen to  
you the rest of the day.”

--Mark Twain

“If you have to eat two frogs,  
eat the ugliest one first!”



## My Most Important Tasks:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### STEP 1.

Create a list of tasks for the day. Focus on key result areas. Identify and determine the results that you absolutely, positively must have.

Put each task into one of four categories:  
A, B, C, D

- A. Things you don't want to do, but really need to do.
- B. Things you want to do and really need to do.
- C. Things you want to do, but really don't need to do.
- D. Things you don't want to do, and really don't need to do.

### STEP 2.

Narrow down your list to 10 items or less.

### STEP 3.

Pick the 3 tasks that once accomplished will move you closer to your goals. These are your most important tasks. Put a \* beside them.

### STEP 4.

Out of these three items, pick the worst one. Make that your frog. DO IT FIRST.

### STEP 5.

Out of the list of 10, pick your favorite or easiest item. This is your reward. Don't do this until you have completed all 3 of your most important tasks.

*	A, B, C, D	My Task List for Today:
		1.
		2.
		3.
		4.
		5.
		6.
		7.
		8.
		9.
		10.



## My Reward:

1. \_\_\_\_\_