

How to Use

“My Daily Director” – Is Simple and Easy

Section A **First Things**

Top Left

Fill in your Spiritual – Personal Development, Physical, Family, Financial Social
What are Your “First things for the week” Your Priorities

Section B **Business Priorities**

Top Middle

List other things that you believe are important to you
People to see or call
Reasons you do what you do
Purpose to stay focused on
Things that deserve your time and attention

Section C **Task To Do or Delegate**

Middle

List task that you need to do or give away to someone else
Be creative here, it is your plan, you’re the lead player

Section D **My Most Precious Asset – Time**

Bottom

This is the most crucial part of being a director.....

Place in the time slots for the week what you want to see happen!
Put the priorities you choose to “Do” in the appropriate time slot
As shown in the sample, plan your week as you envision it, with the end result in mind....it
will be a “win/win” week of planning.

Section E **Performance Goals / Approaches Prospects**

Right

List all goals for the week

Section F **Interruptions**

Bottom right

List all interruptions of the day/week to write down to think upon before placing them in your
time schedule. It eliminates time stealers.