

DATE _____ MAIN GOAL _____

MINIMUM · REQUIRED

CRITICAL 20% — MOVES YOUR GOAL

- ☐ _____
- ☐ _____
- ☐ _____

What you'll do no matter what — even tired or busy. Close it first.

ROUTINE 80% — AFTER THE CRITICAL

- ☐ _____
- ☐ _____

100% · NORMAL DAY

CRITICAL 20% — MOVES YOUR GOAL

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

A realistic full day. Start once the Minimum is done. Aim for 3–4 days a week.

ROUTINE 80% — AFTER THE CRITICAL

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

MAXIMUM · BONUS

CRITICAL 20% — MOVES YOUR GOAL

- ☐ _____
- ☐ _____
- ☐ _____

If you're on a roll and there's time left. 1–2 days a week is great.

ROUTINE 80% — AFTER THE CRITICAL

- ☐ _____
- ☐ _____
- ☐ _____

NOT TODAY

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BRAIN DUMP — GET IT OUT OF YOUR HEAD

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