

The Top Three

PRODUCTIVITY PLANNER

*DECIDING
WHAT not to do
IS AS important
AS DECIDING
WHAT to do.*

— STEVE JOBS

The Top Three Method

This planner isn't just about organizing your day; it's about transforming how you approach your tasks, ensuring you're not just busy, but productive and focused on what truly matters.

How It Works: The core of this planner is your Top Three List – a simple, yet powerful tool. Each day, you will identify and write down three prioritized tasks. These aren't just any tasks, but the ones that will make the most significant impact on your day and bring you closer to your goals. By focusing on these top three tasks, you'll harness the Pareto Principle, leveraging the 20% of your actions that create 80% of your results.

THE BENEFITS:

1. **Clarity:** In the whirlwind of daily responsibilities, it's easy to lose sight of what's truly important. The Top 3 List cuts through the noise, bringing clarity and focus.
2. **Prioritization:** This method trains you to think critically about your tasks, strengthening your prioritization skills – a crucial mental muscle for any successful entrepreneur.
3. **Achievement:** By consistently completing your Top 3 tasks, you'll build a momentum of accomplishment, propelling you towards your larger goals.

GETTING STARTED:

1. **Define Success:** Ask yourself, "What three tasks, if completed today, would make me feel most successful?" Consider tasks that are challenging yet rewarding or those with looming deadlines.
2. **Avoid Routine Traps:** Skip tasks that are part of your daily routine. Focus on what's unique and impactful for the day.
3. **Tasks, Not Projects:** Remember, tasks are single actions, while projects are collections of tasks. Choosing projects as your top three can be overwhelming and counterproductive.

Remember, perfection isn't the goal here. It's about progress and learning. You might not always pick the perfect tasks, and that's okay. Each day is an opportunity to refine your skill in identifying what matters most.

Embrace The Daily Top Three as your guide to not just doing more, but doing what's truly essential. Let's turn your ambitions into achievements, one day at a time.

Month of _____

MY TOP THREE GOALS FOR THIS MONTH

1

2

3

MONTHLY WIN

Week of _____

MY TOP THREE GOALS FOR THIS WEEK

1

2

3

OTHER TASKS

WEEKLY WIN

Week of _____

AT A GLANCE | TOP PRIORITIES + MEETINGS

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Today

MY TOP THREE TASKS FOR TODAY

1

2

3

OTHER TASKS

MY DAY PLAN/RECAP

7am

8am

9am

10am

11am

12am

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

11pm

Daily Gratitude

What separates privilege from entitlement is gratitude. -Brene Brown

MORNING

I am grateful for...

1	
2	
3	

EVENING

I am grateful for...

1	
2	
3	

