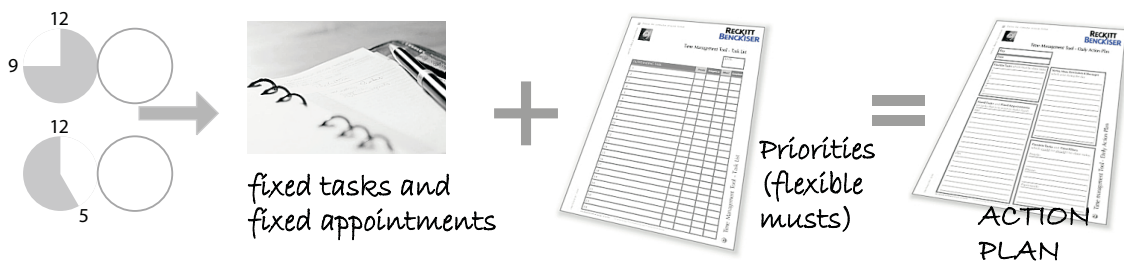


Use a daily action plan when you have:

- Pressure.
- Lots of meetings & appointments.
- Lots of short tasks (quick duration).
- Lots of high priority tasks.
- Lots of potential interruptions.

CREATING A DAILY ACTION PLAN

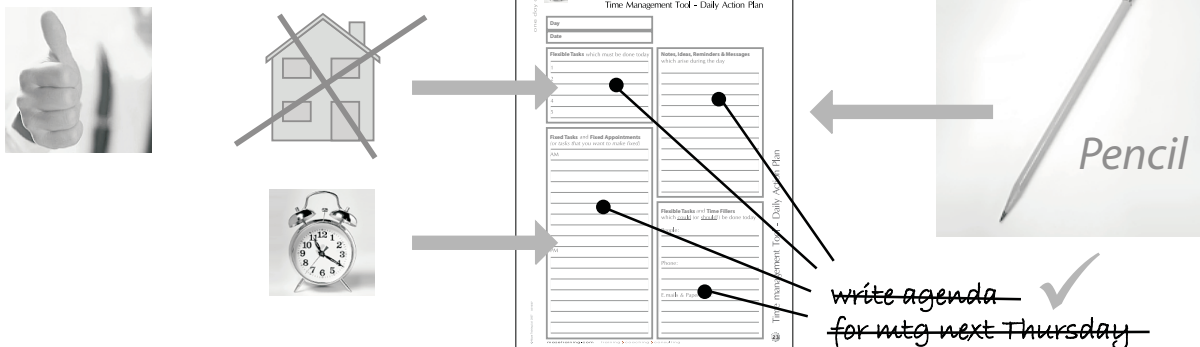


Best Practise

- Plan your priorities (*flexible musts*) as though they were appointments with people - then allocate a time slot for each.
- No less than 30-min time slots.
- No more than 75% of the day.
- Leave 30 mins between each scheduled task.

USING A DAILY ACTION PLAN

Rules of Thumb



LAST 30 MINUTES OF THE DAY



- Transfer 'Notes' to somewhere more permanent.
- Review achievements.
- Prepare tomorrow's action plan.
- Transfer outstanding tasks on to tomorrow's plan/tasks list.
- Throw away today's plan.