

The Daily Time Box

Tracie Daly

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Date: _____

Today's Top 3 Priorities	To Do List :00 :30
	<input type="radio"/> Wake-up. No social media for 30 mins <input type="radio"/> <input type="radio"/> <input type="radio"/>
BRAIN DUMP HERE	<input type="radio"/>
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Notes	Today's I will be
	<p>Constructive with feedback Open to ideas Fierce</p> <p>.....</p> <p>Very productive My authentic self Securing new business opportunities</p> <p>.....</p>
	Productivity Level
	<p>⚡ ⚡ ⚡ ⚡ ⚡ ⚡ ⚡ ⚡ ⚡ ⚡</p> <p>.....</p> <p>0% 30% 70% 100%</p>

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The Time Box

This is a Harvard University Top Productivity hack. Timeboxing is ranked the highest of all productivity hacks.

It involves 3 simple processes:

- 1) Brain Dumping- clearing your brain of all of its thoughts, worries, and woes. This is a technique used by experts to formulate your thoughts onto paper.
- 2) Prioritising- identify the top 3 tasks for your day. This is to ensure you don't overlook your most vital objectives.
- 3) Timeboxing: assigning a time on each task allows you to keep focused from the get-go. A visual representation of how much time we have to complete each objective. REMEMBER to put a time at the beginning of each task!

Start with breakfast and don't forget lunch then allocate time for each priority and task your day for proven SUCCESS.

Happy Timeboxing,
Tracie x

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Food Business Coach