

Daily Preview

the game-changer



1 Clear your mind

Grab that stuff floating around in your head: stuff to get, things you promised you'd do, calls to make.

Jot it all down. Get it out of your head and on to paper or into your digital system.

2 Review your schedule

This relies on your consistently writing down every time- and day- specific time commitment.

What still needs to happen for each appointment? Write it down.

- stuff to gather
- thoughts to prep
- decisions to make
- pages to print

(If you'll do it tonight, finish your Daily Preview first.)

Review appointment locations.

- Travel time concerns?
- Any errands to stack on when in a particular part of town?

3 Support your weak spots

Frequently forget to eat lunch?

ID when and where and pop it on your calendar.

Get dehydrated?

Go fill up a water bottle and put it with your bag for tomorrow.

Always late for that 10am client meeting?

Work backwards adding travel + parking time, then add another 10-15 minutes to accommodate for unexpected situations. Make note of this departure time and set an alarm for 15 minutes *before that* to remind you to start transitioning toward the door.

4 Review your Todos

Which are the three most important items?

Write them down if you haven't already.

- Are they clear as to what needs to happen to complete them?
- How much time do you think they'll take? *Be realistic!!*
- When in your schedule can you see these happening?

If looking impossible, adjust accordingly.