



What two tasks could you do tomorrow that would have the biggest, positive impact on your goals and projects?

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2		

What will you focus on tomorrow? (project/activity/goal)

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What eight tasks would you like to get done tomorrow, that either need doing to make progress or you would like to just get done?

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2		
3		
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5		
6		
7		
8		

If you have time left, what very next tasks on your projects list could you get done now that would move you forward on those projects?



How to use this workflow

As part of your **Golden Ten** evening routine, use this workflow to prioritise what you want to accomplish tomorrow.

1 Your Two Objectives

Choose two tasks from your daily list for tomorrow that would have the biggest positive impact on your goals or projects. **These tasks must be completed**—no excuses!

2 Your Daily Focus

What will you focus on tomorrow? This could be a project, a hobby, your family. Anything you want to put your attention on for the day. A good example would be if you have a deadline coming up and you need to spend some focused time on it. Make that your focus for the day so that in between doing your tasks this one focus will be done.

3 The Daily Eight

These are the eight tasks you would like to get done tomorrow, but it would not be the end of the world if you didn't manage to do them. They are priorities, but not top priorities.

4 The Next Actions

These are the very next tasks from the projects in your active projects list. Most days you will not get round to these, but if you do have spare time at the end of the day these are great tasks to get done because they keep all your active projects moving forward.

The reason the number of tasks are kept to a maximum of ten is so you will have time throughout the day to handle any interruptions that come your way. Of course, **the goal is to keep the list as short as you possibly can**. If you only have one objective and one task on your daily eight, that's fantastic. It means you are focusing on what is important.

These lists do not include your daily routines. These are kept separate as they do not move your life further forward and just have to be done on specific days, often at specific times.

The whole purpose of this workflow is to keep you focused on what is important to you, your development and your priorities. If you find your lists are filling up with the priorities of other people (your boss, parents, partner or friends) then you need to re-evaluate what is important to you.