

# “Today and Not Today?”

Write one action item or assignment on a sticky note (1/2 x 1 1/2 inch). Brain-dump everything in your head that has to get accomplished today. **DO THIS FIRST.** Then place the sticky notes in the proper square on the chart. Refresh your chart as often as necessary **BUT** be sure only drop-dead-critical items get put into the Today/Critical box.

Each day, update the list by moving the sticky note to the proper box. When an item is completed, place it at the bottom of the page in a “*Hurray for me!*” pile to track your accomplishments.

TODAY	TODAY	NOT TODAY
Critical	Not Critical	