

## Top Five Tasks



## Gratitudes

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## Mood



## Displacements

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## Checkout

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## Priority Tasks for Tomorrow

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## Instructions

Modify this page so it works best for you, but here is how Jeremie uses this page:

### Start of the Day:

- Top 5 tasks: List the top tasks you need to get done today in order of priority. Depending on your day you can definitely have fewer than five, but don't put down more than five. If you get all of your tasks done you can always add more. The key is to limit yourself to a reasonable number of tasks each day so you realize you have accomplished what you set out to do.
- Gratitudes: Write down three gratitudes you have from yesterday. You can write even more gratitudes if it helps put you in a positive mindset for the day. These gratitudes can be big (winning an award, or finishing a project) or small (a fabulous cup of coffee, or a sunbeam through your office window).
- Mood: Reflect on how you are feeling and write about it. Take as much space as you need. This can help focus you before the day begins, or help you realize it isn't going to be the best day and you need to prepare for that. Reading about your mood at the end of the day can help you realize why some things got done, and others didn't.

### During the Day and End of the Day:

- Displacements: What happened today that filled your time and contributed to making other tasks incomplete? Whenever one thing prevents you from doing something you planned, that is a displacement. Write all of these displacements here throughout the day, or at the end of your day. Seeing how many of your tasks were displaced by other things throughout the day gives you a more honest idea of why you didn't get some things done.
- Checkout: Write down whatever you need to at the end of the day to give yourself closure so you can leave work at work, and prepare for going home. You can list successes, challenges, ideas, etc. Write whatever clears your mind, and is helpful for you to summarize your day.
- Priority task(s) for tomorrow: Write down the one (I wouldn't go past three) task that you most need to do the moment your next day begins. Start each day checking this section so you know what you most need to do (and forgot about) during your day.

### Note from Jeremie:

I have a separate notebook and use this journaling layout every day to get clear on both my mental state and what I need to get done. Using this method I am usually clearer about what I need to do, but also what I can reasonably get done each day. I am also much more compassionate with myself at the end of the day when things didn't work out as planned, because looking at my mood and displacements reminds me of the reasons I didn't get things done, instead of just assuming I am ineffective or incompetent.