The Rule of 3 Worksheet

Week #: ____ Date: _____

Daily To-Do's

*By the end of **Monday**, what are the 3 main things that I want to have accomplished?*

1. _____
2. _____
3. _____

*By the end of **Tuesday**, what are the 3 main things that I want to have accomplished?*

1. _____
2. _____
3. _____

*By the end of **Wednesday**, what are the 3 main things that I want to have accomplished?*

1. _____
2. _____
3. _____

*By the end of **Thursday**, what are the 3 main things that I want to have accomplished?*

1. _____
2. _____
3. _____

*By the end of **Friday**, what are the 3 main things that I want to have accomplished?*

1. _____
2. _____
3. _____

*By the end of **the Weekend**, what are the 3 main things that I want to have accomplished?*

1. _____
2. _____
3. _____

Weekly To-Do's

*By the end of **the Week**, what are the 3 main things that I want to have accomplished?*

1. _____
2. _____
3. _____

"Our head is for having ideas and not for holding them."
-David Allen, *Productivity Author*