

Daily Focus

Leverage to Lead

Productivity is accomplishing what we intend to do. -Chris Bailey, *Hyperfocus*

Date _____

Priorities

- 1.
- 2.
- 3.

People

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Tasks

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Creative Ideas

- 1.
- 2.
- 3.
- 4.
- 5.



Weekly Focus

Date _____

1. What do I intend to focus on this week?

2. What goals will support my intention?

3. What days will I accomplish my goals?

4. What am I dreaming about?

