Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Exercise
* Spend 15 minutes completing Atticus Daily Focuser™
* Review Calendar, Cash Flow Focuser™ (2 Weeks Ahead)
* Meet with Key Assistant — Top 3 Delegations:

🞎1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Today’s Top 3 Objectives:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If Completed, What 3 Are Next?**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Change Voicemail Announcement, Check Messages
* Check Email (Delete, Delegate, Delay, Do)
* Return Phone Calls; When \_\_\_\_\_\_\_\_\_\_\_\_
* Meet with Production Staff
* Check To-Do Lists
* Check Billing
* Clean Off Desk at End of Day; Print Tomorrow’s Focuser; Make Note of Key Follow-ups