Plan Your Day

The Daily 10/4

Habit	**Activity**	**Goal**	**Completed**
Grow and Manage Your Database	Add new contacts into your database		
Prospect	Speak to people in your database		
Follow Up	Write handwritten notes		
Know Your Market	Preview homes for sale and practice home valuation		

Create Your Success List:

1. List all the tasks you could do
2. Ask: What is the ONE Thing I can do such that by doing it everything else will be easier or unnecessary?
3. Identify the tasks supporting your ONE Thing. Label them as Should Do and rank them in order of priority
4. Ask: Are my tasks written as specific and observable steps/actions rather than results/outcomes?

To Do	Should Do	Priority	Task