(List the priorities and to-dos that MUST happen today and DO these before getting trapped in your inbox and in other people's agendas)

Project #1: 3 key things I must do today to advance this project	Project #2: 3 key things I must do today to advance this project	Project #3: 3 key things I must do today to advance this project
1	1	1
2	2	2
3	3	3

People I Must Reach Out To Today (list the people to contact today no matter what)

People I'm Waiting On (list the people you need something from to move forward)