

Focused MIT

Date: ____ / ____ / ____

Most Important Task of the Day

If this was the only thing you did today, you'd be satisfied.

1. _____ Est: ____ Actual: ____

Notes

Secondary Tasks of Importance

Completion of these will make the day even better.

2. _____ Est: ____ Actual: ____

3. _____ Est: ____ Actual: ____

4. _____ Est: ____ Actual: ____

Additional Tasks

*Do these **only** after you have completed the task above.*

1. _____ Est: ____ Actual: ____

2. _____ Est: ____ Actual: ____

3. _____ Est: ____ Actual: ____

Notes / Ideas / Follow-ups

- _____
- _____
- _____
- _____

People & Messages

To contact today / waiting on replies from:

- _____
- _____
- _____

We chronically underestimate the time it takes to do something. Research calls this the *planning fallacy*: we predict our own tasks will take less time than they do. Logging “Estimated Time” vs “Actual Time” exposes that gaps and helps with future planning.