THE IVY LEE METHOD · 6 TASKS

Tomorrow's six tasks

Date _____

1. Write it tonight
Six most important tasks for tomorrow. No more.

2. Rank them
Most important first, not easiest first.

3. Work top-down
Finish #1 before you touch #2.

4. Roll over
Unfinished tasks go onto tomorrow's six.

1 _____ ☐
First step:

2 _____ ☐
First step:

3 _____ ☐
First step:

4 _____ ☐
First step:

5 _____ ☐
First step:

6 _____ ☐
First step:

NOT TODAY (PARKED)

NOTES