

Is writing your daily to-do list leaving you feeling more overwhelmed than organised? This worksheet is created in tandem with [this](#) blog post, where I share with you how to focus on what *really* matters and write a to-do list that helps you achieve more, with purpose. I've included a sheet of A5 size worksheets too that you can add to your A5 planner/notebook!

DATE:

**BRAIN DUMP**

Large dotted grid area for writing.

**WHAT MATTERS MOST TO ME? (MY TOP 3 CORE VALUES)**

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

**WHAT IS THE PURPOSE OF TODAY?**

Horizontal lines for writing the purpose of the day.

**TODAY'S TOP 3 PRIORITIES:**

- 1.
- 2.
- 3.

Table with 2 columns and 4 rows for tracking progress.


