Today's to-do list, three things max

Rewrite this part every morning from your backlog. Write each item as the next physical action ("email Sam the invoice"), not the project ("invoices"). Everything else lives on the backlog page, out of sight.

Date

When I look at this list (same time daily)

Today

3 max

finish them, then pull one more

- [ ] **One that matters** the thing you would be glad is done by tonight
- [ ] **One that's urgent** it has a real deadline or someone is waiting
- [ ] **One easy win** small enough to start in the next five minutes

On the calendar today

Copied from the calendar

time, then what

Waiting on

Not a to-do

who or what, then when you check

Who / what	Check on

Done early?

One more from the backlog

one at a time

- [ ]
- [ ]

Finished none?

The items were probably projects in disguise. Shrink each one to its first step before tomorrow.

Has a date?

It goes in the calendar, which stays the real home for times and deadlines. This sheet only copies today's.

One list, one calendar.

If a task is on a sticky note, a text to yourself and this sheet, two of those are lying to you.

The backlog page

Everything that isn't done, on the calendar, or in today's 3 goes here. Keep this page behind the daily sheet so opening your list shows you 3 things and not 47. Scan it once a week, promote a few, and cross out the ones that stopped mattering. Deleting is a valid outcome.

Weekly scan: _____ _____ _____ _____ _____

Backlog

Later, not never

next physical action, one per line