Daily Diary

Date

Looking back

Weight	Sleepy?	Productive?	AM Drugs?	PM Drugs?	Floss?

Awake at		Asleep at	
Sex????		Female trouble?	

Foods!

Exercise

	Time

Dreams

Reading

Social Media

	FB	G+	LI	Tw
My professional persona				
Client 1				
Client 2				

Looking ahead

Priorities

1

2

3

Errands

1

2

3

Ping somebody

Post on Internet

Plans	Actual
12 AM	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12 PM	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

Project List

Date

Money?			Priority	Name	Next action
Y	M	N			

Weekly

Date

- [ ] Review projects
- [ ] Post something on Twitter
- [ ] Post something on Google+
- [ ] Post something on LinkedIn
- [ ] Check personal blog for spam
- [ ] Check professional blog for spam
- [ ] Post something on my professional site
- [ ] Post something on my professional Facebook page
- [ ] Post something on my client's professional Facebook page
- [ ] Review flagged RSS feeds
- [ ] Post on personal site
- [ ] Clean out e-mail Inbox

Tickler File

Date

Money?			Priority	Idea
Y	M	N		

Prioritizing Table

Date

Topic

Urgency	Constraint	Order	TASK	Est. time

Constraints

D – during daylight

B – during business hours

W – waiting on something

M – needs money

__ – _____

__ – _____

Project

Date

Revenue-generating? ☐ Yes ☐ Maybe/Indirectly ☐ No

Pri	Action

Reading project

Date

Title/Author

Why am I reading it?

Timeline

Start on		Finish on	
Pages per day		Due back at library on	

Notes

Summary

Of 5 stars,,,		Review on internet?	

Date

Web project

Purpose

Framework

Pri	Action
	Write spec
	Design
	Set up/customize framework
	Put content in framework
	Privacy policy

Title

Date

Passwords

Site	Username	Password

Income for 2013

Date	Notes	Amount