

Three things, then everything else

FOCUS ONE

FOCUS TWO

FOCUS THREE

HOURS

NOTES & CAPTURE

7

8

9

10

11

12

1

2

3

4

5

6

7

8

Energy today

low ○ ○ ○ ○ ○ high

Focus today

scattered ○ ○ ○ ○ ○ sharp

DONE, AND WORTH NOTING

☐