

Planner

SMART goals: Specific, Measurable, Achievable, Relevant, and Time-bound. Five pages of _ book for __ project, Sat 7-7.30 am.
Pomodoro, time blocking, Pareto principle, 2-minute rule, Deep work, DRY (Don't repeat yourself), Single task/ grouping, Rest in action

Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Upcoming-deadlines and Pending-work Summary

Reprioritize every week, Break it into smaller tasks, 90 minutes-90 days -1 task (90-90-1), Mallabhanga nyaya (eat the frog), Ruthless with distractions, say No unless you are excited about saying yes, Separate results from your worth, Focus on the process (effective over efficient)

High Priority (2-3 hour blocks) Important, Urgent					
Medium Priority (1 hour) Important, NOT urgent.					
Regular Upkeep (30 minutes)					