

EFFICIENCY TRACKER

Date: _____

SCHEDULE & FOCUS

TIME	HIGH PRIORITY FOCUS
08:00	
09:00	
10:00	
11:00	
12:00	
13:00	
14:00	
15:00	
16:00	
17:00	

PRIORITY MATRIX (EISENHOWER)

- I. URGENT & IMPORTANT
- II. NOT URGENT / IMPORTANT
- III. URGENT / NOT IMPORTANT

IV. ELIMINATE

TOP 3 OBJECTIVES

- 1.
- 2.
- 3.

DAILY REFLECTION / NOTES

"Efficiency is doing things right; effectiveness is doing the right things."