DAILY TOP 3 PRIORITIES ACTION SHEET

THE ESSENTIALIST FOCUS & EXECUTION SPRINT

DATE: _____ / _____ / 2026 **DAY: [M] [Tu] [W] [Th] [F] [Sa] [Su]** **PRIMARY FOCUS SPRINT: [Deep Work] [Admin] [Creative]**

The Essentialist Law: If you have more than 3 top priorities, you have none. Win the day by completing these 3 non-negotiables first.

PRIORITY #1: THE BIGGEST NEEDLE-MOVER (MUST COMPLETE FIRST)

Objective: _____

Definition of Done: _____

First Action Step: _____

Est. Focus Time: _____ min | Actual Time: _____ min **STATUS: [ ] IN PROGRESS [ ] COMPLETED & DELIVERED**

PRIORITY #2: HIGH-IMPACT STRATEGIC DELIVERABLE

Objective: _____

Definition of Done: _____

First Action Step: _____

Est. Focus Time: _____ min | Actual Time: _____ min **STATUS: [ ] IN PROGRESS [ ] COMPLETED & DELIVERED**

PRIORITY #3: SECONDARY KEY COMMITMENT

Objective: _____

Definition of Done: _____

First Action Step: _____

Est. Focus Time: _____ min | Actual Time: _____ min **STATUS: [ ] IN PROGRESS [ ] COMPLETED & DELIVERED**

SECONDARY SUPPORT TASKS & QUICK WINS

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

DISTRACTION SHIELD (NOT DOING TODAY)

[X] Defers: _____

[X] Defers: _____

[X] Defers: _____

[X] Defers: _____

[X] Defers: _____

BIGGEST WIN / ACCOMPLISHMENT TODAY:

_____

_____

_____