Instructions at jeffbrookscpa.com 602.292.2009

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Date Range - _____ to _____

AT HOME(a.m.)

AT CAR

YOU DECIDE-FREE SPACE USE BOXES FOR PRIORTIZING TASKS (I.E. 1,2.3 OR CONTEXT (I.E. E=EMAIL)

AT WORK -CONTEXT (TL=TELCON; CP=COMPUTER; DE=DESK,TX=TEXT,E=EMAIL) Limit Next Action to 1 HR

1

2

3

DATE CONTEXT WHAT

DATE CONTEXT WHAT

JBROOKS WEALTH ADVISORS, PC, NOT JUST A CPA & CFP FIRM! jeff@jbrookswa.com www.jeffbrookscpa.com

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TIME AT MEETING

What can I do to make a better meeting?

AT STAFF

FREE SPACE (I use for W=Wins)

W I FOCUSED ON ONE THING AT A TIME!

IDEAS FOR IMPROVEMENTS ie (I=IDEA; L=LESSONS LEARNED)

AT HOME - (p.m.)

Your brain is great at thinking, poor at remembering/Retention!

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