

# 15 MINUTES DAILY TIMEBOX

6:00 AM \_\_\_\_\_  
6:15 AM \_\_\_\_\_  
6:30 AM \_\_\_\_\_  
6:45 AM \_\_\_\_\_  
7:00 AM \_\_\_\_\_  
7:15 AM \_\_\_\_\_  
7:30 AM \_\_\_\_\_  
7:45 AM \_\_\_\_\_  
8:00 AM \_\_\_\_\_  
8:15 AM \_\_\_\_\_  
8:30 AM \_\_\_\_\_  
8:45 AM \_\_\_\_\_  
9:00 AM \_\_\_\_\_  
9:15 AM \_\_\_\_\_  
9:30 AM \_\_\_\_\_  
9:45 AM \_\_\_\_\_  
10:00 AM \_\_\_\_\_  
10:15 AM \_\_\_\_\_  
10:30 AM \_\_\_\_\_  
10:45 AM \_\_\_\_\_  
11:00 AM \_\_\_\_\_  
11:15 AM \_\_\_\_\_  
11:30 AM \_\_\_\_\_  
11:45 AM \_\_\_\_\_  
12:00 PM \_\_\_\_\_  
12:15 PM \_\_\_\_\_  
12:30 PM \_\_\_\_\_  
12:45 PM \_\_\_\_\_  
1:00 PM \_\_\_\_\_  
1:15 PM \_\_\_\_\_  
1:30 PM \_\_\_\_\_  
1:45 PM \_\_\_\_\_  
2:00 PM \_\_\_\_\_  
2:15 PM \_\_\_\_\_  
2:30 PM \_\_\_\_\_  
2:45 PM \_\_\_\_\_  
3:00 PM \_\_\_\_\_  
3:15 PM \_\_\_\_\_

## TODAY'S PRIORITIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## OTHER TASKS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## BRAIN DUMP

## NOTES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# 15 MINUTES DAILY TIMEBOX

3:30 PM \_\_\_\_\_  
3:45 PM \_\_\_\_\_  
4:00 PM \_\_\_\_\_  
4:15 PM \_\_\_\_\_  
4:30 PM \_\_\_\_\_  
4:45 PM \_\_\_\_\_  
5:00 PM \_\_\_\_\_  
5:15 PM \_\_\_\_\_  
5:30 PM \_\_\_\_\_  
5:45 PM \_\_\_\_\_  
6:00 PM \_\_\_\_\_  
6:15 PM \_\_\_\_\_  
6:30 PM \_\_\_\_\_  
6:45 PM \_\_\_\_\_  
7:00 PM \_\_\_\_\_  
7:15 PM \_\_\_\_\_  
7:30 PM \_\_\_\_\_  
7:45 PM \_\_\_\_\_  
8:00 PM \_\_\_\_\_  
8:15 PM \_\_\_\_\_  
8:30 PM \_\_\_\_\_  
8:45 PM \_\_\_\_\_  
9:00 PM \_\_\_\_\_  
9:15 PM \_\_\_\_\_  
9:30 PM \_\_\_\_\_  
9:45 PM \_\_\_\_\_  
10:00 PM \_\_\_\_\_

## TODAY'S PRIORITIES

○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_

## OTHER TASKS

○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_

## BRAIN DUMP

## TODAY OUTCOMES

○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_

## NOTES

○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_  
○ \_\_\_\_\_