Prioritized Action Tracker

Decide how you want to exit the pandemic. What is your primary (overall) focus? Then come up with one to five priorities that are essential to you. Examples include relationships, exercise, eating healthy, mindset, personal growth, spiritual growth, business and so on. Based on your overall focus what are the most important priorities? Then do one thing every day that demonstrates focus on each priority.

Your Overall Focus

At the end of the shelter in place time I will have stronger relationships, deeper faith and remain engaged in my business

	Business	*Relationships*	*Faith*
Date	**Priority #1**	**Priority #2**	**Priority #3**
5/1	Contact 3 customers	Spend 30 min actively listening to my spouse	Morning quiet time
5/2	Complete my most important tasks	Family game night	Journal and prayer
5/3	Sabbath	Take a bike ride with the family	Watch an online sermon

Example

The objective of this tracker is to provide you with the daily reminder of the importance of one small step to accomplish each priority. It will help you remember your days and how they were spent wisely.

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