

## The Daily 6 Inventory

### Daily 6

**1** *Identify the 6 most important things to accomplish.*

**4** *Identify the item you're most reluctant to do.*

**2** *Assign the amount of time you expect to spend on each.*

**5** *Prioritize beginning with the most reluctant task.*

**3** *Total it up.*

**6** *Time Activation.*

#### **Fact**

You'll never get to it all. I'll bet every day you make a to-do list, and rarely do you get to all of it.

#### **Fact**

20% of what you do equals 80% of the value. If you take an average day, and look at how many hours actually delivered your best results, it's probably 1.5 hours. 20% of the day delivers 80% of the results. 80% of the day delivers 20% of the results.

#### **Fact**

When you get to what's most impactful, and importantly linked to your longer range outcomes, you tend to get more accomplished and commit more energy.

#### **Click here**

[www.highlevelperformance.com/media/bull.mp3](http://www.highlevelperformance.com/media/bull.mp3)

## ***"The DAILY 6"***

Every day make a play! Each day is a chance for you to score a homerun, and it's the consistent daily action that equates to large leaps. It's important in getting to your goals and vision, that you plan each day with the most important items first. This is a million dollar habit done before you begin the day. There are several steps. Here it is:

Identify the six most important items you're going to do today. They don't necessarily need to be work, they can be personal too. For example, "gym workout" would be personal, and it could be what's MOST important. Look also at items you've scheduled today from past agreement making. These will need to be identified too.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Ask yourself the following on each you've listed:

Does this item support my long term goals?

Is this a task, project, or just an idea?

Does this item use my unique talents and where I'm best?

Would I deliver better quality if I delayed a bit longer?

Is this something someone else is better equipped to do?

Is this a money making activity or a maintenance activity?

What would be the short and long term consequence of not doing this item?

The purpose of doing this is to sort your best thinking, so you make solid choices.

Ok, now approximate how much time you plan to spend on each item

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Add up the total time:

**Total =**

Identify the item(s) you're most reluctant to do.

**Item #1:**

**Item #2:**

Prioritize the six with those most reluctant first, then the others in order of importance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Last step, time activate the items. Get out your calendar and schedule each item. "Give it a home" Interestingly, when you do that, assuming you'll follow your schedule, once its written down, its out of your mind. That means once you time activate, its done! If you don't complete an item on your daily 6, add it to tomorrow. Tackle other items once the six is done. Do this for the next 30 days and it'll change your life, guaranteed!

### ***The Daily 6 Inventory***

We've designed a daily 6 sheet you can print and complete each day. It is recommended that you keep a 12 month notebook, to store these sheets as historical and present memory joggers.

## Daily 6

1
2
3
4
5
6

## Phone/Email/Tasks

1
2
3
4
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6
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8
9
10
11
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## Appointment Schedule

6
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9
10
11
12
1
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3
4
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7
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