

TODAY'S PRIORITY CHECKLIST

A GOD-CENTERED WAY TO A STRESS-FREE DAY

Use the right side of this page to organize your day. Order your day according to these priorities:

1. **Put God first.** Make sure your first priority is time alone with God. Even if it's just 15 minutes, make it your most important to-do of the day. **Do not order the rest of your day until after your time with God.**
2. **Write down a Scripture** that God impresses on you during your time with Him. Remember and refer to it throughout the day.
3. **Choose 3-5 other tasks** you need to complete today. Think about just today and what you can and must get done with your time. At least one of these priorities should be time with your spouse and/or children.
4. **When something unexpected comes up** during the day, determine whether it should take the place of one of your 3-5 priorities or not. Most unexpected items should not meet this test. But if one is very important, then swap it (do not add it!) for one of your today items. Most of these items, however, should land in the "Tomorrow / Later" space.
5. When you learn of other priorities for the coming days/weeks, write those down in the Tomorrow / Later space. Once you commit those to paper, **put them out of your mind** and continue to focus on Today.
6. **Celebrate the win.** At the end of the day, give yourself a high-five for those items you accomplished. Ice cream may be in order.
7. **Finish the day, don't fill it.** If you finish your must-do list before the end of the day, use that remaining time for yourself, or give it back to God. Don't be tempted to "get ahead" by filling your remaining time with more to-dos. Overloading is a key source of stress.
8. **Save tomorrow for tomorrow.** This is very important... Don't order your next day until after you have had time with God tomorrow! Refer to your Later list tomorrow when ordering your day. Some items may get crossed off without being done—remember you don't have to do everything you set out to do.

TODAY! (DATE _____)

1. **Time alone with God.**

2. _____
3. _____
4. _____
5. _____
6. _____

UNEXPECTED

7. _____
8. _____
9. _____

TOMORROW / LATER

10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

TODAY'S SCRIPTURE

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