

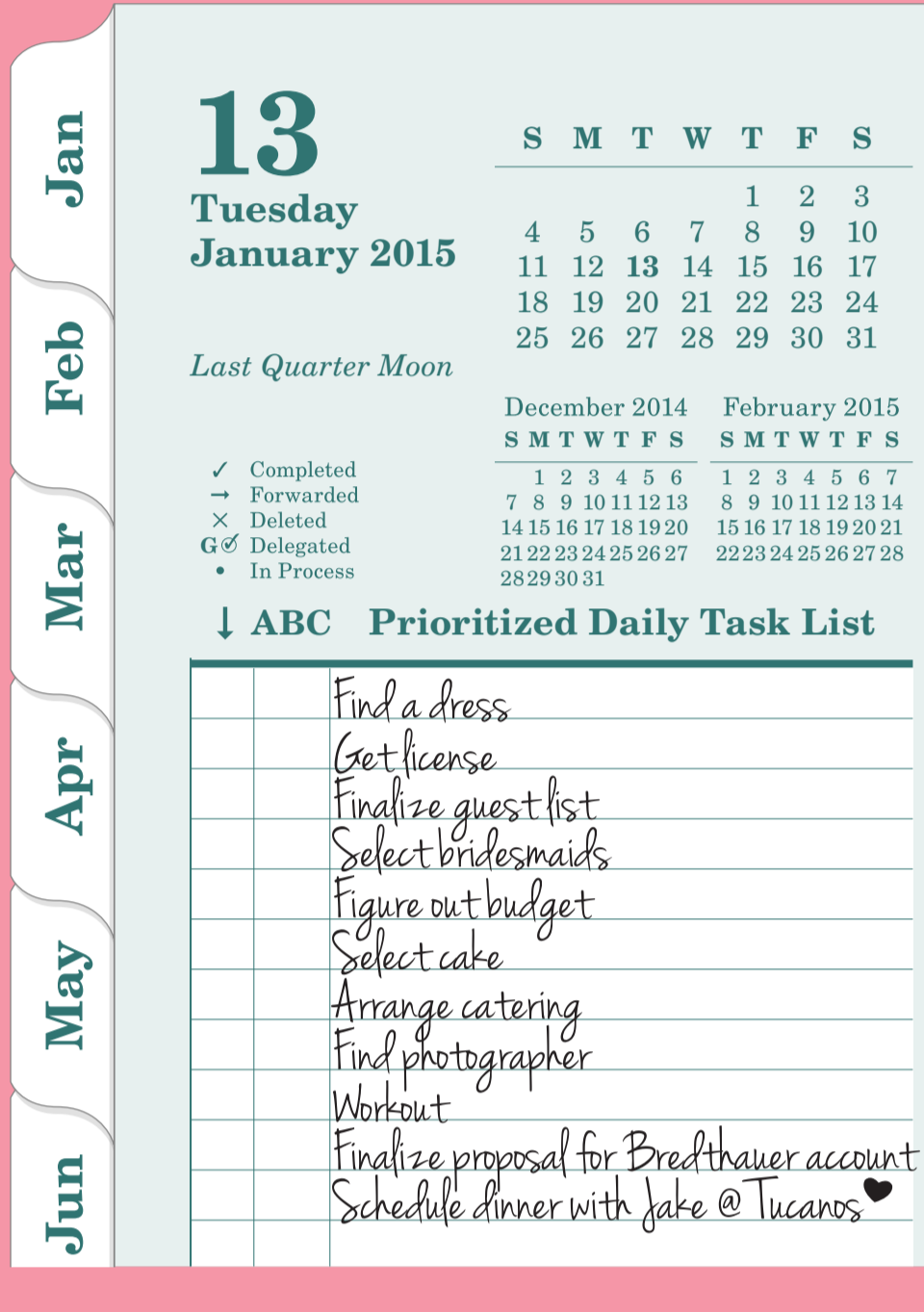
Using Your Prioritized DAILY TASK LIST

One of the hallmarks of the original Franklin Planner process, the Prioritized Daily Task List (PDTL) compresses the time you spend prioritizing and tracking progress on the things you do each day. Each task you list gets a priority marker and a follow up symbol, letting you see at a glance where you are and where you're headed.



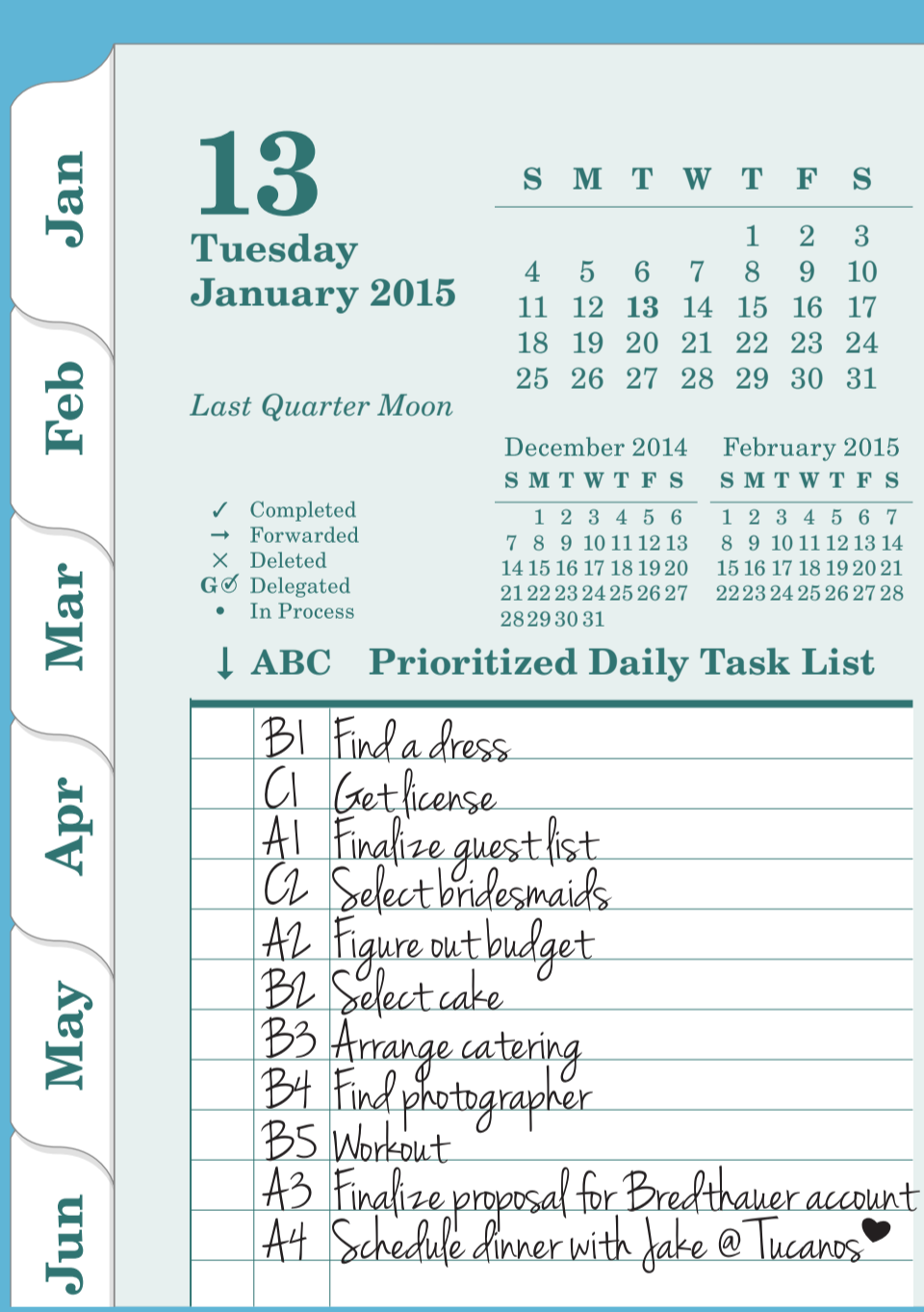
Phase 1: TASK DUMP

Even the busiest of days breaks down to a series of tasks. For the first step in your planning process, list out projects at work, events with your family, errands, exercise, recreation, and self-improvement. The order doesn't matter, as long as you put everything down.



Phase 2: PRIORITIZE

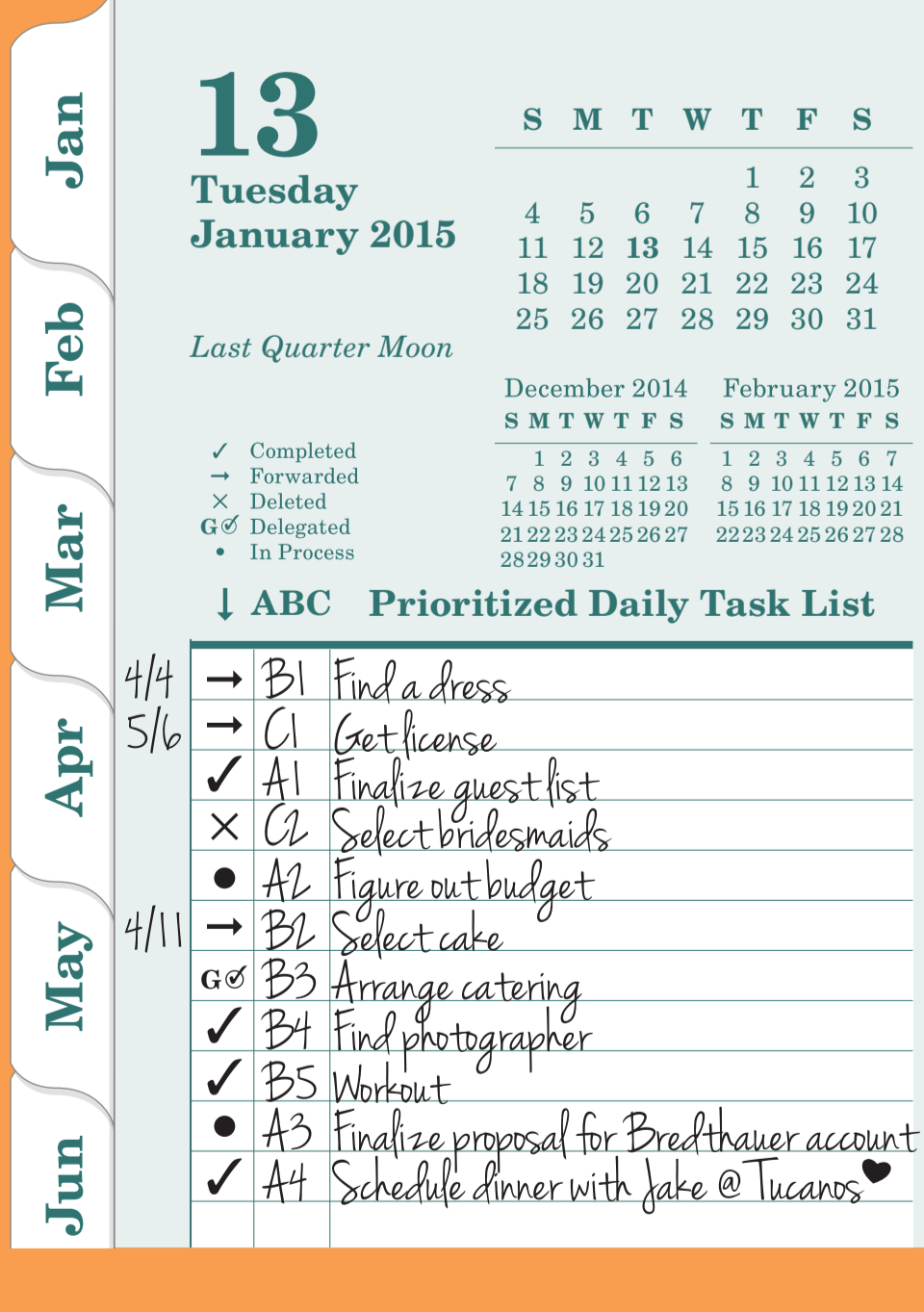
The Franklin Planner prioritizing process is simple: take a look at your task list, sort all the tasks with lettered priority labels: A for your top priorities, B for your next priorities, and so on. After assigning a letter to each task, prioritize each task in each letter group with a number. Start by selecting the most urgent of the A priorities and assign that task a 1, leaving A1 next to your task. Continue numbering all of the A tasks, and then start again with 1 in the B group.



Phase 3: FOLLOW UP

Now that you've prioritized your tasks, you can start with A1, proceed through the A tasks, then the B tasks, and so on. As you interact with your tasks throughout your day, you can keep track of your progress in your PDTL with simple symbols:

- ✓ **Completed**—There's nothing more satisfying than checking a task off your list.
- **Forwarded**—Only so many tasks can fit into each day. If you plan on moving something to a later date, write the date down with this symbol as a reminder.
- ✗ **Deleted**—Someone surprised you and completed a task, or circumstances changed. Either way, a deleted task no longer needs your attention.
- G☉ **Delegated**—You can't do everything yourself. When you delegate a task to someone else, include their initial and a circle to track progress.
- **In Progress**—Rome wasn't built in a day, and neither are some of your important goals. This mark highlights ongoing tasks, showing that you're working on them.



Phase 4: REVIEW

During your next planning session, review the marks you've made on your PDTL. Update any tasks that are still in progress, check off any delegated tasks that have been completed, and write any forwarded tasks on the date you plan on completing them. Your list from the previous day then becomes an excellent starting point for the next day's task dump. The more you use your Prioritized Daily Task List, the more you streamline your days, and the more you accomplish.