



GET IT DONE DAY

Give yourself these 4 hours as a gift and use them to tackle projects or tasks you keep procrastinating.

MAKE A LIST OF YOUR TASKS

You don't have to fill up the entire task column – if you only have 1 project, that's fine!

No.	Task	Hour?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

LET'S PLAN

1. Decide which tasks you'll do in each hour and write 1, 2, 3 or 4 in the last column.
2. Remember to plan tea and lunch/ supper breaks too, and only plan 1 or 2 small things during those hours.