

Leaving a Note for Tomorrow

Spend five minutes at the end of the day so tomorrow does not start from nothing.

WHEN TO USE THIS

Use this at the end of a working day, before you close everything down.

What did you get done today? Anything at all counts.

Where exactly did you stop? Write it so tomorrow you does not have to work it out.

The file, the page, the sentence, the next call.

What is the very first thing tomorrow you will pick up?

What are you still turning over that can wait until morning?

Write it down and leave it on the page overnight.

Five minutes tonight saves twenty tomorrow, and lets you put it down.