

Make It Happen 2020

Goal for today:.....

Date:

Select up to 5 Mini Tasks you will need to complete your daily goal.
Think about and note any issues that may prevent you from completing your tasks for today.

Schedule the mini tasks through out your day to make them easier to focus on.

Daily Mini Tasks What needs to be done today	Resources needed (money, time, people)	Measurement of task completion	Target completion date	Status
Mini Task #1				
Mini Task #2				
Mini Task #3				
Mini Task #4				
Mini Task #5				