



HERDING MY SHEEP

The most successful people know that the process of “herding sheep” twice a day is one of the essential ingredients in being productive and focused. When you herd your sheep, you are gathering all of your thoughts and projects and mentally reviewing what needs to be done at the start and end of each day. A morning review ensures that you have focus, direction and priorities for each day, and an afternoon or night review allows you to see where you were most successful, what you need to prioritize for the following day and keeps you accountable for what you set out to do.

Some experts believe that having a “To Do” list created the night before allows your subconscious brain to begin to filter and process what you need for success the following day, and gives you a mental head start, which is good reason to get into this habit.

As you begin each day, make sure that the 80/20 rule applies to your priorities: 20% of what you do will have the greatest impact on your life and goals, while 80% of your tasks will not. Do these 20% first and delegate whatever you can among the other 80%.



Date of Goals: Month _____ Day _____ Year _____

The projects I need to accomplish that have the biggest impact on my goals are:

- 1.
- 2.
- 3.
- 4.
- 5.

I can delegate the following items to help me achieve my goals:

- 1.
- 2.
- 3.
- 4.
- 5.

Priority #2 Goals:

- 1.
- 2.
- 3.
- 4.
- 5.

These are my completed goals:

- 1.
- 2.
- 3.
- 4.
- 5.

Priority #3 Goals

- 1.
- 2.
- 3.
- 4.
- 5.

What I need to carry over or reprioritize:

- 1.
- 2.
- 3.
- 4.
- 5.