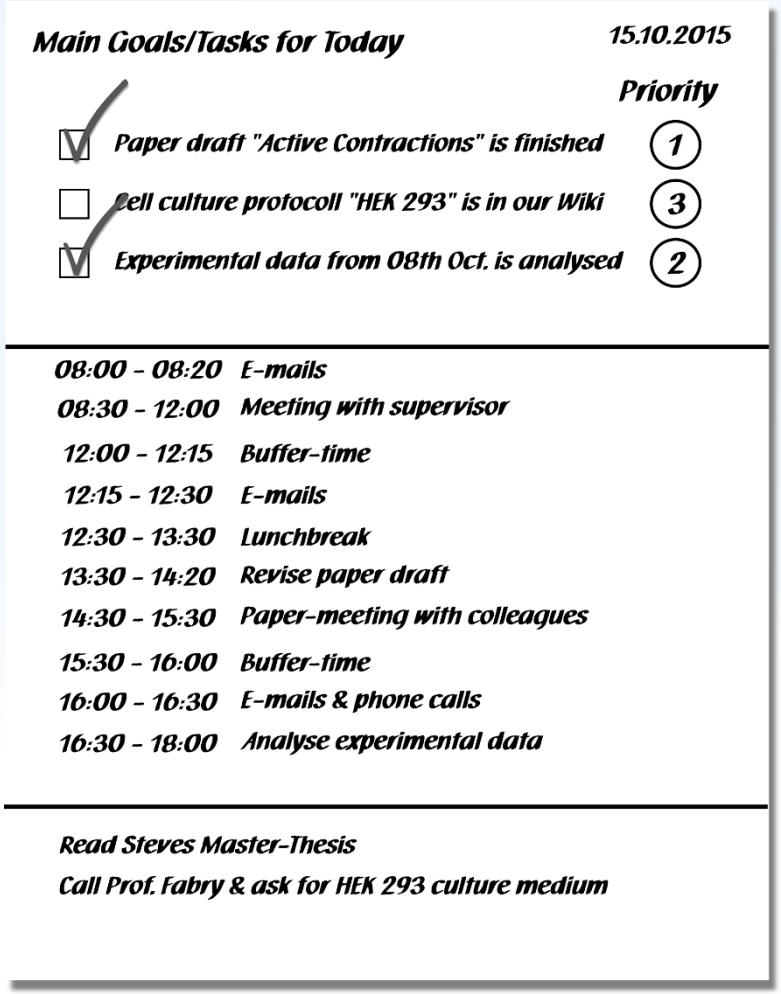
# Structured Daily Planning:
## *Acting instead of reacting!*

1. Check your calendar. Put fixed appointments in your plan.
2. Collect the important goals for the day and prioritize them.
3. Plan your day.
   Include sufficient buffer time (~40%)
4. Execute your plan.
   Collect additional tasks that appear during the day.




Method adapted from
Chet Holmes

**Dr. Markus Gyger**
www.gyger-training.de