

## MITs (Most Important Tasks) & Time-Blocking Planner

Purpose: Focus your attention on the tasks that move the needle most — not just the ones that shout the loudest. Use this worksheet to identify your top priorities and intentionally schedule your time for maximum impact.

### Step 1 – Identify Your Top 3 MITs for This Week

(What 3 things, if completed, would make the biggest difference this week?)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

💡 Tip: Your MITs should align with key goals, projects, or performance outcomes — not daily admin or “fire drills.”

### Step 2 – Design Your Ideal Workday

| Time                    | Task / Focus Area | Priority (H/M/L) |
|-------------------------|-------------------|------------------|
| 7 – 8 AM                |                   |                  |
| 8 – 9 AM                |                   |                  |
| 9 – 10 AM               |                   |                  |
| 10 – 12 PM              |                   |                  |
| 12 – 1 PM (Lunch/Break) |                   |                  |
| 1 – 2 PM                |                   |                  |
| 2 – 3 PM                |                   |                  |
| 3 – 4 PM                |                   |                  |
| 4 – 5 PM                |                   |                  |

🕒 Tip: Block MITs during your highest-energy hours and protect those slots from interruptions. (High, Medium, Low).

### Reflection & Reset

- ☒ Which blocks did you protect successfully this week?
- ☒ What distracted or derailed your MITs?
- 💭 What will you adjust next week to stay focused?