The Goal-to-Action 20 Percent System

20%

Goal-to-Action 20% Worksheet

Write down your key goals and the action steps to achieve them.

Allocate time in your personal calendar for all the action steps you need to accomplish to achieve your 20%.

80%

Daily Tu-Do Worksheet

If time permits, work to get as many of the 80% tasks done after your 20%.

Create a daily planner that puts it all together on one sheet of paper to maximize your focus.

Daily To-Do Worksheet