



Planning to Lead

Daily Planning Form – Date: _____

Key issues facing the company / organization:

Issues	Notes
1.	
2.	
3.	
4.	
5.	

My top priorities for my day:

Priorities	Notes
1.	
2.	
3.	
4.	
5.	

Key projects currently on my radar:

Key Projects	Notes
1.	
2.	
3.	
4.	
5.	

My "To Do" list for the day:

My To Do List	Notes
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Weekly update for my manager (Y in YMCA):

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