Balance VS Prioritize Planner

INSTEAD OF BALANCING A BUNCH OF TASKS AT ONCE, PRIORITIZE WHAT NEEDS TO HAPPEN NOW AND WHAT CAN WAIT.

Tasks Dump zone (list everything you feel you're balancing)

Priority #1

Today's 3 Major Tasks: must happen today

1.
2.
3.

Today's 3 Minor Tasks: should happen today, but can wait

1.
2.
3.