

# Distraction Resolution Form™

List every Distraction that is taking up space and time in your mind.  
Then, either Dump, Delegate, or Do them. Be sure to Date them.

Distraction	Dump	Delegation	Do	Date

Mental distractions destroy focus and scatter energy.  
A clear, undistracted mind focused on purpose has power.

# Daily To Do Form™

Prioritize your action steps daily. Determine what is truly most important. Focus and stay on top priorities a, b, c not x, y, z, and the 25% that brings 75% results. Choose action steps that align with your business mission. Be sure that your “Daily To Do” list is composed of the most essential, truly productive, top priorities actions and not of trivial, time filling, unimportant, survival tasks. It is wise to work with and from a clear sense of priority. List only those actions that are purposeful and that create extraordinary results.

Day/Date \_\_\_\_\_ Leader/Manager/Staff Member/Individual Accountable \_\_\_\_\_

Priority	Actions to do	Time	Done	Not done	Half done	Not begun

Be sure that your Daily To Do Form is filled an organized directive not a disorganized directory.



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