

The Ivy Lee Method

A simple and effective task management strategy to help you stay focused, reduce mental clutter, and end each workday with a clear plan.

How the Ivy Lee Method Works

1. At the end of your day, write down the six most important tasks for tomorrow.
2. Rank them by priority, from most to least important.
3. The next day, start with the first task and complete it before moving on to the next.

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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NOTES
