

SWAT LIST

Strategic Work Activity Tasks [©]

Before you leave work, during your recurring SPA (Strategic Planning Appointment), plan tomorrow by listing: ❶ The Strategic Work Activity Tasks that you have to do tomorrow. These should be only activities that will lead to the accomplishment of the company vision, mission, and strategic plan. Also, urgent does not always mean important. No appointments are listed here (they are in your calendar). ❷ Prioritize these Strategic Work Activity Tasks in terms of importance, in the Rank column. ❸ The first thing the next morning, begin working on the #1 Strategic Work Activity Task. If interrupted, handle the interruption and continue with the activity being worked on before the interruption. Don't work on activity #2 until completing activity #1. *Completion creates energy.* Copy this form on the brightest orange paper possible for ease in locating.

Repeat this process each day BEFORE leaving work during the SPA.

Today's Date: _____
Actually Tomorrow's Date

Day of the Week: _____
Actually Tomorrow

Rank	The Strategic Work Activity Tasks to Be Completed Today	Completed?

Question to ask yourself: "If I transfer something 3 days in a row, with no action, what am I avoiding?"