

The Daily Six System

To allow you to achieve the most important things you want to achieve, *Ultimate Sales Machine* author *Chet Holmes* recommends **The Daily Six System**. It is a structured system that combines a to-do list coupled with a time management system.

1. Write down the top six things you'll do today.
2. Structure them in the highest priority.
3. Estimate how much time each task will take and write it down.
4. Add 1.5 -2 hours of reactive time a day.
5. Add up how much time that all will take.
6. Do you have that time today to accomplish all that?

Now, look, if you only do three of your tasks—so what? You did your top three priorities today! Roll the rest into tomorrow. Practice this daily and watch how quickly you accomplish things.