

DAILY PLANNER

A simple plan for a more focused day

PLAN • PRIORITIZE • TRACK • REFLECT

DATE	DAY	MOOD	ENERGY (1-5)	SLEEP
TODAY'S MAIN GOAL				

TOP 3 PRIORITIES	DAILY SCHEDULE										
Choose what matters most	Time-block your day										
1. _____	<table><tr><th>TIME</th><th>ACTIVITY / TASK</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	TIME	ACTIVITY / TASK								
TIME	ACTIVITY / TASK										
2. _____											
3. _____											

TASK CHECKLIST	DONE
Write it down and check it off.	
1. _____	☐
2. _____	☐
3. _____	☐
4. _____	☐
5. _____	☐
6. _____	☐

APPOINTMENTS & CALLS	MEALS & BREAKS
Don't forget	Plan time to recharge
1. _____	Breakfast _____
2. _____	Lunch _____
	Dinner _____
	Break / walk _____

DAILY HABIT TRACKER	Small steps add up
WATER ☐ ☐ ☐ ☐ ☐	EXERCISE ☐
	READING ☐
	BREAKS ☐

NOTES, REMINDERS & SPENDING
IMPORTANT REMINDER _____
TODAY'S SPENDING _____ TOMORROW'S PRIORITY _____

END-OF-DAY REFLECTION	Review without judging yourself
ONE THING I DID WELL _____	
WHAT COULD I IMPROVE? _____	
TOMORROW'S FIRST TASK _____	

KEEP IT REALISTIC: Pick your priorities, plan breaks, and adjust when needed.