

One day. Three lanes.

DATE _____

FEELING _____

Sort the day into three lanes — nothing needs a category beyond Work, Home, or Self. Star the one thing in each lane that truly has to happen. Leave a lane blank if today isn't its day.

Work ★ STAR ONE

- Reply to the 2 urgent emails
- Q2 report — just one section ★
- 30-min focus block, phone away
- Send the invoice
- _____

Home ★ STAR ONE

- Dishes + wipe counters
- Start a load of laundry
- Pick up the parcel ★
- Defrost something for dinner
- _____

Self ★ STAR ONE

- Meds + a full glass of water ★
- Walk — 15 minutes
- Text a friend back
- 10 minutes, no phone
- _____

BRAIN DUMP — PARK IT HERE, SORT LATER

BASICS — TICK AS YOU GO

MEDS

WATER

FOOD

MOVED

OUTSIDE