

DAILY PLANNER

One day. One page.

TOP 3 — IF NOTHING ELSE pick before noon · cap at three

- 1 PRIORITY

- 2 PRIORITY

- 3 PRIORITY

BREAK IT DOWN — MICRO-TASKS if a task feels heavy, split it here

BIG THING → _____

- step 1

- step 2

- step 3

- step 4

- step 5

BRAIN DUMP — GET IT OUT OF YOUR HEAD

DATE _____ TODAY'S FEELING _____

TIME BLOCKS one thing per hour · ok to leave empty

- 6 AM

- 7 AM

- 8 AM

- 9 AM

- 10 AM

- 11 AM

- 12 PM

- 1 PM

- 2 PM

- 3 PM

- 4 PM

- 5 PM

- 6 PM

- 7 PM

- 8 PM

- 9 PM

- 10 PM

MOOD & ENERGY · CHECK-IN 3x

	MORNING					MID-DAY				
MOOD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ENERGY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 · flat					5 · lit				

NOT TODAY — PARK IT

say "not today" without guilt
