DAILY PLANNER

DATE _____ M T W T F S S

Today's *plan.*

Put in what's fixed first. Then choose the three that matter and give each one a time; everything else goes on the list.

I SCHEDULE

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

II TOP THREE

1 ○ _____

2 ○ _____

3 ○ _____

III TO-DO

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

IV NOTES

V TOMORROW, FIRST THING

_____

DAILY PLANNER · SCHEDULE

DATE _____ M T W T F S S

Plan, then *what happened.*

Write the plan in half hours on the left. Tonight, fill in the right column with what really happened. A week of it shows you how long things take.

	PLAN	WHAT HAPPENED FILL IN TONIGHT
6 AM		
:30		
7 AM		
:30		
8 AM		
:30		
9 AM		
:30		
10 AM		
:30		
11 AM		
:30		
12 PM		
:30		
1 PM		
:30		
2 PM		
:30		
3 PM		
:30		
4 PM		
:30		
5 PM		
:30		
6 PM		
:30		
7 PM		
:30		
8 PM		
:30		
9 PM		
:30		

TOOK LONGER THAN PLANNED

NEXT TIME, PLAN

DAILY PLANNER · WORK DAY

DATE _____ M T W T F S S

A work day, *with room.*

Meetings first, then one focus block for the task that matters most. Give every task its minutes and stop adding when the total reaches your free time.

I MEETINGS AND CALLS

II FOCUS BLOCK THE ONE THAT MATTERS

FROM _____ TO _____

TASK _____

FIRST STEP _____

III TASKS MINUTES EACH

- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____
- ○ _____ _____

FREE TIME TODAY _____ PLANNED _____

IV WAITING ON

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

V TOMORROW, FIRST THING

_____

DATE Jan 14, 2027

M T W (T) F S S

Today's *plan.*

Put in what's fixed first. Then choose the three that matter and give each one a time; everything else goes on the list.

I SCHEDULE

6 AM

7 AM — Run, 30 min

8 AM — Q1 proposal: pricing section

9 AM ↓

10 AM — Stand-up (15 min)

11 AM — Call Priya about the venue

12 PM — Lunch with Sam

1 PM — Email + invoices, 45 min

2 PM — Contract: comments only

3 PM — Leave 3:40 for the dentist

4 PM — Dentist

5 PM — Groceries on the way home

6 PM

7 PM — Call Mom

8 PM

9 PM — Plan tomorrow, 10 min

10 PM

II TOP THREE

1. ☑ Send the Q1 proposal to Lena
2. ☑ Dentist at 4
3. ☐ Contract: comments to Ana

III TO-DO

- ☑ Pay the electric bill
- ☑ Reply to the landlord about the leak
- ☑ Order Mia's birthday present
- ☐ Renew the car insurance
- ☑ Return the shoes
- ☑ Buy printer paper
- ☐ Book the Lisbon flights?
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

IV NOTES

Ask Tom if Friday is a hard deadline

Next cleaning: July

Insurance moved to Saturday

V TOMORROW, FIRST THING

Contract comments, 8:30, before email