

Daily Planner

Date _____ Day _____ Focus for today _____

Top 3 priorities

- [ ]
- [ ]
- [ ]

Time blocks

- [ ] 6 AM
- [ ] 7 AM
- [ ] 8 AM
- [ ] 9 AM
- [ ] 10 AM
- [ ] 11 AM
- [ ] 12 PM
- [ ] 1 PM
- [ ] 2 PM
- [ ] 3 PM
- [ ] 4 PM

To do

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Calls, messages, errands

- [ ]
- [ ]
- [ ]
- [ ]

Meals

- [ ] Breakfast
- [ ] Lunch
- [ ] Dinner
- [ ] Snack

Habits

- [ ] Water
- [ ] Move
- [ ] Outside
- [ ] Bed on time

Notes

Tomorrow, first task

Pick three, schedule them first, and carry anything unfinished to tomorrow.