



FOCUS
PLAN
ACHIEVE

PRODUCTIVITY

— DAILY PLANNER —

Intentional today. Better tomorrow.

DATE: _____

M T W T F S S

“
Focus on being productive
instead of busy.
”



TODAY'S SCHEDULE

6:00 AM
7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM
7:00 PM
8:00 PM
9:00 PM
10:00 PM



TOP 3 PRIORITIES

1

2

3



TASKS / TO-DO LIST

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐



FOCUS BLOCK

What is the one thing that will make the biggest difference today?

Focus Time: _____ to _____

Minimize distractions:



Phone



Notifications



Email



Social Media



TIME BLOCK PLANNER (Optional)

TIME

BLOCK / ACTIVITY



ENERGY TRACKER

How is my energy today?



Low



Below Avg



Average



Good



Excellent

What can I do to keep my energy high?



NOTES / IDEAS



END OF DAY REVIEW



What went well today?



What can be improved?



What did I learn?



What will I do tomorrow?



TODAY'S WINS

1

2

3

DAY RATING



1 (Not great)

5 (Amazing)



DAILY MANTRA