

Daily Planner

Date: _____ Day: _____

 Top 1 Priority (Must Get Done)

Top 3 Tasks

1. _____
2. _____
3. _____

 SCHEDULE (TIME BLOCKS)

6 – 9 AM _____

9 – 12 PM _____

12 – 3 PM _____

3 – 6 PM _____

6 – 9 PM _____

☒ OTHER TASKS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



FOCUS WORK

Task: _____

Project/Subject: _____

Duration: _____



HABITS

- ☐ _____
- ☐ _____
- ☐ _____



MOOD & ENERGY

Mood: 😊 😐 😞

Energy: High / Medium / Low



REFLECTION

Wins (What went well?)

- _____
- _____

What needs improvement?

- _____
- _____

Carry over to tomorrow

- _____
- _____