

DAILY PLANNER



DATE: _____

TODAY'S FOCUS: YOUR NON-NEGOTIABLE TASK(S)

SCHEDULE

7:00 _____
8:00 _____
9:00 _____
10:00 _____
11:00 _____
12:00 _____
13:00 _____
14:00 _____
15:00 _____
16:00 _____
17:00 _____
18:00 _____
19:00 _____
20:00 _____
21:00 _____
22:00 _____

HIGH-EFFORT TASKS (AM)

LOW-EFFORT TASKS (PM)

PROACTIVE (CONNECT WITH)

PASSIVE (WAITING ON)

DO TOMORROW

BREAK/UNWIND ACTIVITY