Daily Planner

Date _____ · Energy 1 2 3 4 5

Fill in the left column in the morning (five minutes) and the evening box before you stop (two minutes). Print as many as you like.

My one thing today

First two-minute step

Top three

- ☐
- ☐
- ☐

If-then plan for today

When

I will

Sprints (colour one per 25 minutes)

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

Parking strip: distractions and ideas for later

Time blocks

06:00

07:00

08:00

09:00

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

Evening box (two minutes)

Starts today: _____ What helped: Tomorrow's top three chosen ☐