Daily Planner

ONE PAGE PRINTABLE PDF

BRAIN DUMP

Do now

Schedule

Delegate

Drop

Daily Planner

ONE PAGE PRINTABLE PDF

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

- [ ] Email triage
- [ ] One hard thing
- [ ] Plan tomorrow
- [ ] Reply to texts
- [ ] Tidy desk
- [ ] Admin 15 min
- [ ] Movement
- [ ] Celebrate
- [ ] Top 3 today
- [ ] Snack + water