



The Daily Plan

Date: _____

Today I'm grateful for...

Top 3 Priorities - Next Actions

Time

(hardest task first)

1.

Until your first task is finished, consider everything else a distraction.

2.

3.

Snack Size To Do's - In Between Meetings (<10 min)

Mindful Moments

Took a mental break

Stepped away from desk

Closed email once to focus

Tomorrow's Top 3 Priorities

Tomorrow before opening email I will....

Hour by Hour - Hard Landscape

7AM	
7:30	
8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12PM	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	
6:30	
7:00	