Daily Task Planner

Print one per day. Pick your Top 3 before you open email - everything else is bonus.

Date [Date]

Focus for today [One sentence]

Top 3 tasks (do these first)

Priority 1 _____

Priority 2 _____

Priority 3 _____

Time blocks

Time	Task	Done?
07:00 - 09:00		
09:00 - 11:00		
11:00 - 13:00		
14:00 - 16:00		
16:00 - 18:00		
Evening		

Other tasks

[ ] [Task]

[ ] [Task]

[ ] [Task]

[ ] [Task]

End of day

What got done _____

Carry to tomorrow _____