

Daily Planning

Once you have developed a weekly plan it is important to have daily plan. You need to set aside time to check in every day to cross off your accomplishments and clarify what you're working on the next day. This will take 5 to 15 minutes.

I am scheduling daily planning time every day at: _____

Daily Planning Tips:

- Schedule in the fun
- Set reasonable expectations
- Consider timing
- Batch tasks

Planning Your Day:

Look at your tasks and outcomes for the week and determine what to work on that day. It is better to plan your day the day BEFORE so you can jump right in.

- Choose 3 to 5 "tasks" for the day
- Determine your desired outcomes
- Prioritize your tasks
- Schedule in appointments

You can write your daily tasks in your weekly planner. You can also create a separate sheet that ONLY contains today's priorities (to avoid overwhelm or distraction).

Two Examples of What Your Daily Plan Could Look Like

Simplified

Today's Tasks (in order of priority)	Notes	Email/Phone 11am-12pm
1		Fun: Walk after lunch, 20 mins
2		
3		
4		
5		

Detailed

TASKS	OUTCOMES	NOTES/COMPLETED?
Priority Task 1:		
Priority 2:		
Priority 3:		
Other Tasks:		
Fun Time:		
Batch Tasks:	Time?	