

DAILY PLANNING WORKSHEET



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Today's Top 3 Priorities

[Keep it short and manageable—just 1-3 main goals for the day.]

1. _____
2. _____
3. _____

Dump Zone

[Write down everything on your mind—even random thoughts. You can sort it out later!]

Schedule Overview

Break your day into blocks. Don't forget breaks and transition time!

Time	Activity / Task	Done?
Morning		<input type="checkbox"/>
Mid-Morning		<input type="checkbox"/>
Afternoon		<input type="checkbox"/>
Evening		<input type="checkbox"/>

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Helpful Focus Tips

- Pomodoro Technique: 25 min focus, 5 min break
- Break big tasks into smaller steps
- Listen to instrumental or focus music
- Change environments if you feel stuck
- Use noise-cancelling headphones or earplugs
- Reward yourself after completing a task

END-OF-DAY REFLECTION

What did I get done today (big or small)?

What can I adjust for tomorrow?

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