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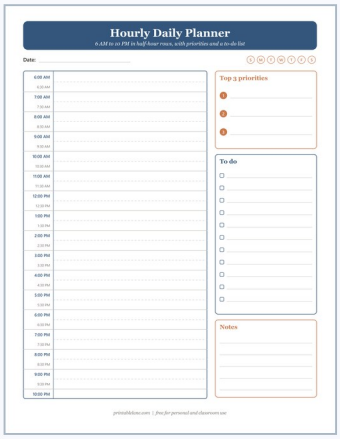
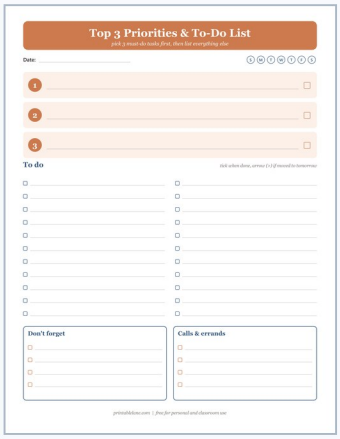
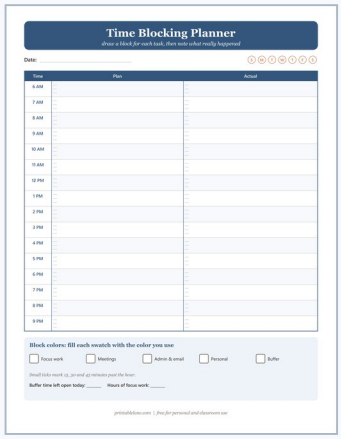
# Daily Planner

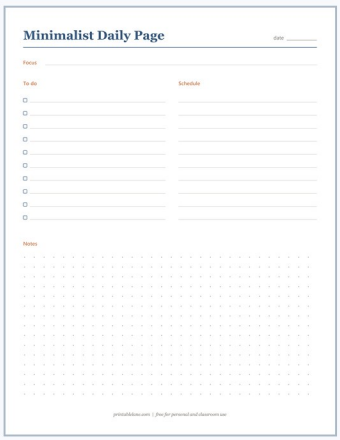
*9 undated one-day page designs*

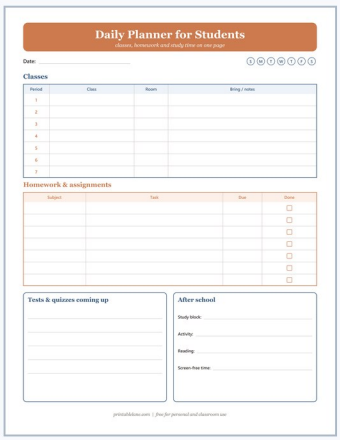
hourly | time blocking | students | work | self-care | half size

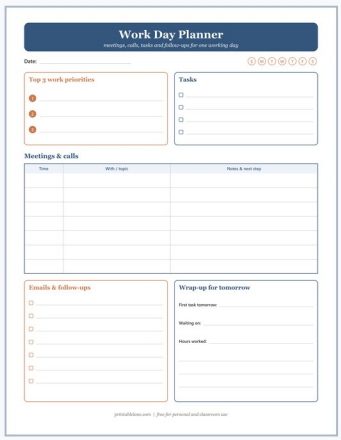


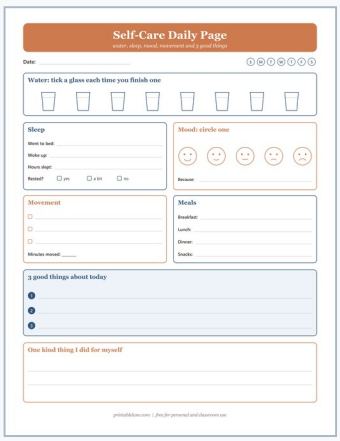



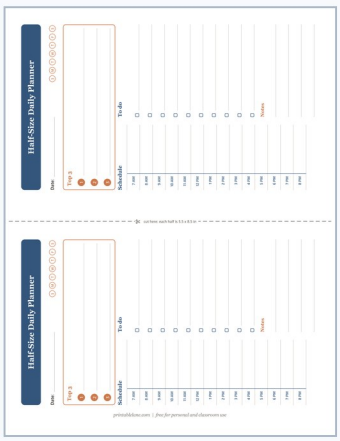



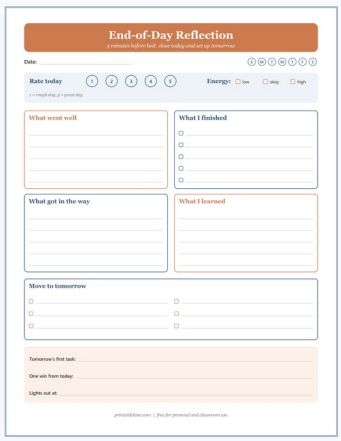



# Hourly Daily Planner

*6 AM to 10 PM in half-hour rows, with priorities and a to-do list*

Date: _____

S M T W T F S

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

## Top 3 priorities

1. _____
2. _____
3. _____

## To do

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

## Notes

# Top 3 Priorities & To-Do List

*pick 3 must-do tasks first, then list everything else*

Date: _____

S M T W T F S

1. _____ ☐
2. _____ ☐
3. _____ ☐

## To do

*tick when done, arrow (>) if moved to tomorrow*

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

## Don't forget

☐ _____

☐ _____

☐ _____

☐ _____

## Calls & errands

☐ _____

☐ _____

☐ _____

☐ _____

# Time Blocking Planner

*draw a block for each task, then note what really happened*

Date: _____

S M T W T F S

| Time | Plan | Actual |
|---|---|---|
| 6 AM | | |
| 7 AM | | |
| 8 AM | | |
| 9 AM | | |
| 10 AM | | |
| 11 AM | | |
| 12 PM | | |
| 1 PM | | |
| 2 PM | | |
| 3 PM | | |
| 4 PM | | |
| 5 PM | | |
| 6 PM | | |
| 7 PM | | |
| 8 PM | | |
| 9 PM | | |

## Block colors: fill each swatch with the color you use

☐ Focus work ☐ Meetings ☐ Admin & email ☐ Personal ☐ Buffer

*Small ticks mark 15, 30 and 45 minutes past the hour.*

Buffer time left open today: _____ Hours of focus work: _____

# Minimalist Daily Page

date _____

Focus _____

## To do

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

## Schedule

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

## Notes

# Daily Planner for Students

*classes, homework and study time on one page*

Date: _____

S M T W T F S

## Classes

| Period | Class | Room | Bring / notes |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

## Homework & assignments

| Subject | Task | Due | Done |
|---|---|---|---|
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |

## Tests & quizzes coming up

_____

_____

_____

_____

_____

## After school

Study block: _____

Activity: _____

Reading: _____

Screen-free time: _____

# Work Day Planner

*meetings, calls, tasks and follow-ups for one working day*

Date: _____

S M T W T F S

## Top 3 work priorities

1. _____
2. _____
3. _____

## Tasks

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

## Meetings & calls

| Time | With / topic | Notes & next step |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## Emails & follow-ups

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

## Wrap-up for tomorrow

First task tomorrow: _____

Waiting on: _____

Hours worked: _____

# Self-Care Daily Page

*water, sleep, mood, movement and 3 good things*

Date: _____

S M T W T F S

## Water: tick a glass each time you finish one



## Sleep

Went to bed: _____

Woke up: _____

Hours slept: _____

Rested? ☐ yes ☐ a bit ☐ no

## Mood: circle one



Because: _____

## Movement

☐ _____

☐ _____

☐ _____

Minutes moved: _____

## Meals

Breakfast: _____

Lunch: _____

Dinner: _____

Snacks: _____

## 3 good things about today

1. _____
2. _____
3. _____

## One kind thing I did for myself

_____

_____

# Half-Size Daily Planner

Date: _____

S M T W T F S

## Top 3

1. _____
2. _____
3. _____

## Schedule

| | |
|---|---|
| 7 AM | |
| 8 AM | |
| 9 AM | |
| 10 AM | |
| 11 AM | |
| 12 PM | |
| 1 PM | |
| 2 PM | |
| 3 PM | |
| 4 PM | |
| 5 PM | |
| 6 PM | |
| 7 PM | |
| 8 PM | |

## To do

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

## Notes

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cut here: each half is 5.5 x 8.5 in

# Half-Size Daily Planner

Date: _____

S M T W T F S

## Top 3

1. _____
2. _____
3. _____

## Schedule

| | |
|---|---|
| 7 AM | |
| 8 AM | |
| 9 AM | |
| 10 AM | |
| 11 AM | |
| 12 PM | |
| 1 PM | |
| 2 PM | |
| 3 PM | |
| 4 PM | |
| 5 PM | |
| 6 PM | |
| 7 PM | |
| 8 PM | |

## To do

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

## Notes

# End-of-Day Reflection

*5 minutes before bed: close today and set up tomorrow*

Date: _____

S M T W T F S

**Rate today** 1 2 3 4 5

**Energy:** ☐ low ☐ okay ☐ high

*1 = rough day, 5 = great day*

## What went well

_____

_____

_____

_____

_____

## What I finished

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

## What got in the way

_____

_____

_____

_____

_____

## What I learned

_____

_____

_____

_____

_____

## Move to tomorrow

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

Tomorrow's first task: _____

One win from today: _____

Lights out at: _____