

HOW TO USE THIS TOOL

This Daily Plan is designed to help you start each day with focus, gain awareness of all the things that may be scheduled, prioritize all the different tasks, and understand what is realistic to accomplish.

It's designed to be printed and filled out by hand. You can print it double sided and put pages in a 3 ring binder so you can keep track of your plans. (Sometimes it's helpful to refer to the previous day to see what you didn't get done to inform what still needs to be done).

You're far more likely to be focused and keep track when you physically write something down and the piece of paper is in front of you than with using a phone or digital version that can easily get lost in other distractions.

Before you print, fill out the "Everyday Patterns" section with a few habits that you'd like to do every day. It could be anything but the idea is to track your consistency, so don't choose a different list every day.

Once you've filled out your Everyday Patterns, print out 30 copies and follow the steps below:

1. Write today's date
2. Think about and list up to three main primary tasks for the day ahead. Try to put the most important one at the top, and keep the ones that require a lot of thinking at the beginning of the day.
3. For each task, estimate how long it might take you so you can be realistic with what you can accomplish. You can also plan to work on something for 2 hours even if it won't be 'finished'.
4. List out a reward for completing this task. The action of limiting your indulgences until something is complete will cause you to be more committed and look forward to completing it.
5. List out 'other tasks' that you need to get done today. You could use the two columns to separate work from personal, or any other categories you choose.
6. Begin to fill out the Agenda / Appointments section, starting with any meetings or appointments you have booked.
7. Next, add in the time you're allotting for each main task, then add blocks for completing secondary tasks. You'll find it's more effective to plan out the time rather than get to things as you get to them.
8. Finally, fill in the gratefulness section so you can remember all the things you'll get to enjoy today. This will motivate you to keep going and to keep checking things off the list.