

MY DAILY PLANNER

for achieving my goals



Date _____

My Top 3 Priorities

1.	2.	3.
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People I must reach out to today

1.	2.	3.
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Tasks that must be completed before end of day

1.	2.	3.
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Schedule the above items into My Day below....

My Day

6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	

Today's treat!

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I'm grateful for...

1.
2.
3.

Notes / Shopping

Don't forget to include your exercise, relaxation, family time etc, according to your priorities!