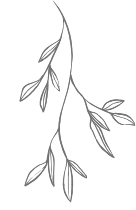




3-Task Daily Planner



Today's Focus:

Day: _____

Date: _____

Today's 3 Tasks:

Important Task: _____

Small Task: _____

Optional Task: _____

My 2-minute start to the day: _____

Focus Blocks:

Block 1 _____

Block 2 _____

Block 3 _____

Small Win today: _____

Start tomorrow with: _____

Priority Task: _____

Notes/Ideas:



3-Task Daily Planner



Today's Focus:

Day: _____

Date: _____

Today's 3 Tasks:

Important Task: _____

Small Task: _____

Optional Task: _____

My 2-minute start to the day: _____

Focus Blocks:

Block 1 _____

Block 2 _____

Block 3 _____

Small Win today: _____

Start tomorrow with: _____

Priority Task: _____

Notes/Ideas:

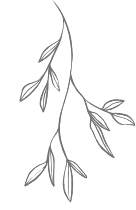
Focus blocks: Choose one task and work on it for a short focused session (30-45 min). Tick when finished.

Focus blocks: Choose one task and work on it for a short focused session (30-45 min). Tick when finished.





3-Task Daily Planner



Today's Focus:

Day: _____

Date: _____

Today's 3 Tasks:

Important Task: _____

Small Task: _____

Optional Task: _____

My 2-minute start to the day: _____

Focus Blocks:

Block 1 _____

Block 2 _____

Block 3 _____

Small Win today: _____

Start tomorrow with: _____

Priority Task: _____

Notes/Ideas: _____



3-Task Daily Planner



Today's Focus:

Day: _____

Date: _____

Today's 3 Tasks:

Important Task: _____

Small Task: _____

Optional Task: _____

My 2-minute start to the day: _____

Focus Blocks:

Block 1 _____

Block 2 _____

Block 3 _____

Small Win today: _____

Start tomorrow with: _____

Priority Task: _____

Notes/Ideas: _____

Focus blocks: Choose one task and work on it for a short focused session (30-45 min). Tick when finished.

