A Simpler Workday

YOUR DAILY PLANNING CHECKLIST

Date: _____ Today I want to feel: _____

01 START WITH A PLAN

- [ ] Review appointments and deadlines
- [ ] Check urgent messages and emails
- [ ] Choose my three most important tasks
- [ ] Organize my workspace

02 STAY FOCUSED

- [ ] Start with my highest-priority task
- [ ] Work on one task at a time
- [ ] Check messages at planned intervals
- [ ] Take a short break and reset

03 KEEP THINGS MOVING

- [ ] Respond to important requests
- [ ] Follow up on outstanding items
- [ ] Update clients or teammates as needed

04 WRAP UP THE DAY

- [ ] Review what I accomplished
- [ ] Move unfinished tasks to another day
- [ ] Write down tomorrow's first priority
- [ ] Tidy my workspace and switch off

MY TOP 3 PRIORITIES

1. _____
2. _____
3. _____

NOTES / REMINDERS

_____

_____

Progress matters more than a perfect checklist.