

Today's Plan		S M T W Th F S Date:	
time	Appointments/scheduled	Today's Most Important Tasks (MITs)	✓
06:00 AM		1	
07:00 AM		2	
08:00 AM		3	
09:00 AM		4	
10:00 AM		5	
11:00 AM		Additional tasks	✓
12:00 AM		<input type="checkbox"/>	
01:00 PM		<input type="checkbox"/>	
02:00 PM		<input type="checkbox"/>	
03:00 PM		<input type="checkbox"/>	
04:00 PM		<input type="checkbox"/>	
05:00 PM		Total # of Tasks accomplished	
06:00 PM		To Do Next	
07:00 PM		<input type="checkbox"/>	
08:00 PM		<input type="checkbox"/>	
09:00 PM		<input type="checkbox"/>	
10:00 PM		<input type="checkbox"/>	
11:00 PM		<input type="checkbox"/>	
Notes		Meals	
		Breakfast	
		Lunch	
		Dinner	
		Snacks	
		Water ○○○○○○○○	

Daily Regulars

<input type="checkbox"/> To (always) do today:	✓
<i>Make today count</i>	

✓ **Make Positive Shift Happen:**

<input type="checkbox"/> exercise	<input type="checkbox"/> meditate
<input type="checkbox"/> communicate	<input type="checkbox"/> follow values

✓ **Daily Duties:**

<input type="checkbox"/> dinner	<input type="checkbox"/> dishes
<input type="checkbox"/> declutter	<input type="checkbox"/> +1 focus area

◀ Review day

- Regroup & recharge
- Evaluate tasks accomplished
- Action taken on MITs?
- Completed daily regulars?
- Time for self-care & others?

Plan next day ▶

- Prepare needed information or tools
- Review weekly plan
- Enter updates
- Set a few MITs to do tomorrow
- Schedule next steps in calendar