EVERYDAY PLANNER COLLECTION

PLAN • PRIORITIZE • MAKE TIME FOR WHAT MATTERS

DAILY PLANNER

DATE: _____ **DAY:** _____

TODAY'S TOP THREE

1. _____
2. _____
3. _____

DAILY SCHEDULE

6 AM	_____
7 AM	_____
8 AM	_____
9 AM	_____
10 AM	_____
11 AM	_____
12 PM	_____
1 PM	_____
2 PM	_____
3 PM	_____
4 PM	_____
5 PM	_____
6 PM	_____
7 PM	_____
8 PM	_____
9 PM	_____

TO DO LIST

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

APPOINTMENTS AND REMINDERS

_____

_____

_____

_____

NOTES AND END OF DAY REFLECTION

_____

_____

_____

_____

One thing I accomplished today: _____

WEEKLY PLANNER

WEEK OF: _____ **MONTH:** _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

TOP THREE PRIORITIES THIS WEEK

1. _____
2. _____
3. _____

THIS WEEK'S TO DO LIST

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTES AND NEXT WEEK

_____ MONTHLY PLANNER _____

MONTH: _____ **YEAR:** _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

MONTHLY FOCUS

IMPORTANT DATES AND EVENTS

MONTHLY TO DO LIST

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTES

GOAL SETTING AND ACTION PLAN

GOAL START DATE: _____ **TARGET DATE:** _____

MY MAIN GOAL

_____

_____

_____

WHY THIS GOAL MATTERS

_____

_____

_____

_____

ACTION STEPS

1. _____ ☐
2. _____ ☐
3. _____ ☐
4. _____ ☐
5. _____ ☐

MILESTONES AND DEADLINES

1. _____ **Date:** _____
2. _____ **Date:** _____
3. _____ **Date:** _____

OBSTACLES AND SOLUTIONS

POTENTIAL OBSTACLES	MY SOLUTIONS

PROGRESS REVIEW

WHAT IS WORKING?	WHAT NEEDS TO CHANGE?	MY NEXT STEP