

TIME MANAGEMENT PLANNER

A simple one-page planner to help you focus on what matters most.

Date: _____	Day: _____	Today's main goal: _____
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1. TOP 3 PRIORITIES

Priority	Why it matters	Done ✓
1. _____	_____	■
2. _____	_____	■
3. _____	_____	■

2. TODAY'S TIME BLOCKS

Time	Task / Focus	Done
6–8 AM	_____	■
8–10 AM	_____	■
10 AM–12 PM	_____	■
12–2 PM	_____	■
2–4 PM	_____	■
4–6 PM	_____	■
6–8 PM	_____	■
8–10 PM	_____	■

3. FOCUS & BREAKS

Focus session	Distraction to avoid	Break plan
_____ min	_____	After _____ min

4. DAILY CHECK-IN

■ Started with a plan	■ Prioritized important work	■ Avoided unnecessary multitasking
■ Took regular breaks	■ Limited distractions	■ Finished my top priority

5. END-OF-DAY REVIEW

What went well?	What should I improve tomorrow?
_____	_____

Tomorrow's first task: _____

