



TODAY'S DATE

FOCUS

TOP THREE TASKS

- 1. _____
- 2. _____
- 3. _____

NEXT DAY

- 1. _____
- 2. _____
- 3. _____

BREAKFAST

LUNCH

DINNER

SNACK

HEALTH & FITNESS

ME TIME

TO DO

- _____
- _____
- _____
- _____
- _____

NOTES

AM

NOON

PM

WHAT WAS GREAT ABOUT TODAY?

HOW CAN I MAKE TOMORROW BETTER?