



Choose your top three, block out the day, note what really happened, and set up tomorrow's first step.

01 Today's top three

Three is the most. Write what matters, then circle or mark the one you would do if the day fell apart.

Top three

Done looks like

If I only do one thing today, it is:

02 Appointments and fixed times

Anything with a set time. Include the travel or the getting ready.

Time	What	Where, or who with

03 Time blocks

Write the hours that suit your day in the first column. Put your top three in blocks, and leave a few gaps. Come back to the last column in the evening. What really happened is fine, whatever it was.

[illegible]

04 Small breaks, food and water

Plain reminders, in case the day swallows them. Tick the ones you want to remember.

Remind me to:

- ☐ Stand up and stretch between blocks.
 - ☐ Drink some water.
 - ☐ Stop for breakfast.
 - ☐ Stop for lunch.
 - ☐ Eat something in the afternoon or evening.
 - ☐ Step outside, even for a few minutes.
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05 Short to-do list

The small jobs that do not need a time block: a call, a form, a message. Keep it short. Anything that doesn't fit can go on a brain dump page.

Small jobs for today:

1.

2.

3.

4.

5.

06 Two-minute look back

Do this at the end of the day. Keep it short and kind.

One thing that went well, or that I got done:

One thing that did not happen, and what to do with it:

How do I feel about today, overall?

1	2	3	4	5	6	7	8	9	10
Rough					Good				

07 Tomorrow's first task

Choosing the first move now makes tomorrow's start easier.

Say when and where.

First task 	When 	Where, and what I need
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When you're done, a moment to reflect

- Which block went to plan, and which did not? What got in the way?
- Was your 'one thing' the right one? Would you pick it again?
- Did you leave enough gaps, or was the day packed?
- What would make tomorrow's start easier?

Free worksheet from selfgrowth.org. Free self-growth worksheets for real life. Fill it in online and it saves as you go: selfgrowth.org/worksheets/daily-planner-template



If things feel heavier than a worksheet can hold

These are self-reflection tools, not therapy. If you're struggling, especially if you have any thoughts of harming yourself, please reach out to someone now. In the US, call or text **988**. In the UK & Ireland, call **116 123** (Samaritans). Elsewhere, find a free helpline at findahelpline.com. If you're in immediate danger, call your local emergency number.