Daily Focus Planner

DATE

Today - get it out of your head, then choose

BRAIN DUMP

Write it all down. You can sort it on page 2.

MY TOP 3 (ONLY THREE)

- [ ] 1
- [ ] 2
- [ ] 3

TIME BLOCKS

MORNING

MIDDAY

AFTERNOON

EVENING

TOMORROW'S FIRST STEP

Small enough to start in 2 minutes.

A planning tool, not medical advice.

Brain dump sort

Write everything down first, then sort it into four boxes

BRAIN DUMP — No order. No rules. Just get it out.

NOW SORT EACH ITEM

DO TODAY	LATER THIS WEEK	ASK FOR HELP	LET GO
Pick up to 3 for your top 3	Give each one a day	Write who you will ask	Cross it out and move on

Weekly reset

Look back at this week, then set up the next one

NEXT WEEK - ONE FIRST STEP FOR EACH DAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
FIRST STEP	FIRST STEP	FIRST STEP	FIRST STEP

FRIDAY	SATURDAY	SUNDAY	WEEK OF
FIRST STEP	FIRST STEP	FIRST STEP	

LOOKING BACK

WHAT WORKED	WHAT TO CHANGE

ONE THING I AM PROUD OF

Want the complete set?

Complete Focus Planner Kit

25 pages - coming soon

Planned for the complete kit:

- Weekly and monthly planning pages
- Habit trackers
- Energy check-in pages
- A done list for the days you want proof of progress

All free printables, anytime:

printly-plans.pages.dev

Your free pages are yours to print as often as you like, for personal use.

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