

ONE CLEAR DAY.

A useful plan makes room for the person living it.

FOCUS FOR TODAY

What would make today meaningful?

TOP 3 PRIORITIES

1

2

3

OTHER USEFUL TASKS

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BRAIN RELEASE

Capture what keeps circling. It does not all belong on today's list.

BROAD TIME BLOCKS

MORNING

AFTERNOON

EVENING

TODAY'S HIGHLIGHT

What was worth noticing?
