

DAILY PLANNER



BEST YEAR VISION:

KEY GOALS TO ACCOMPLISH VISION:

1.

2.

3.

4.

TODAY'S DATE:

DAILY ACTION PLAN

PERSONAL ACTIONS TO MOVE TOWARDS GOALS:

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PROFESSIONAL ACTIONS TO MOVE TOWARDS GOALS:

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COMMITMENTS:

- CHECK EMAIL/TEXTS/CHAT BOXES AT SET TIMES DURING THE DAY. FOR EXAMPLE: 10:00 AM AND 2:00 PM
- HAVE CLEAR MEETING AGENDAS PREPARED AND/OR BE PREPARED FOR MEETINGS YOU ATTEND
- SET SPECIFIC TIME LIMITS FOR WEB SURFING/SHOPPING ETC. FOR EXAMPLE — 15 MINUTES TWICE A DAY
- IDENTIFY DISTRACTIONS AND DISCONNECT FROM THEM

CLOSE OF DAY ASSESSMENT



WHAT AREAS DID YOU MOVE FORWARD?

WHAT WAS HARDER THAN YOU ANTICIPATED?

WHAT WAS EASIER THAN YOU ANTICIPATED?

WHAT ARE YOU MOST GRATEFUL FOR TODAY?

WHAT REQUIRES FOCUS TOMORROW TO MOVE CLOSER TO YOUR GOALS?

WHAT ARE THE BENEFITS OF ACHIEVING YOUR GOALS?

WHAT RESOURCES OR SUPPORT COULD HELP YOU BETTER ACHIEVE YOUR GOALS?

