

A simpler daily planner

Date: _____ Start with one action. Leave the rest blank if you want.

My one next action

Something small and concrete. Example: find the practice phone number.

Up to three priorities

Fewer is fine. Everything does not have to happen today.

Brain dump

A holding space, not a promise to do it all.

This week

Appointments, deadlines and the next preparation step.

Reset

What can wait? What can I make smaller? What is one useful action now?
