

# I GOT THIS!

plan | focus | execute

Important Tasks

GOALS

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NOTES | CELEBRATIONS

# PAUSE | PREPARE | PLAN

MAXIMIZE YOUR PRODUCTIVITY

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TODAY I CELEBRATE

TASKS EXECUTED  
TOWARD MY BIG GOAL

I'M GRATEFUL FOR  
{PERSON | THING}

PRIORITY TASKS FOR  
TOMORROW

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MINI REPORT CARD; TODAY I RATE MYSELF 2  AND A WISH...  
VALUES | WORK | STRESS | HEALTH | FOCUS | ATTITUDE

# DAILY PLANNER

## GOALS

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- 
- 
- 
- 

## TO DO

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- 
- 
- 
- 
- 

## ! URGENT !

## NOTES | WINS

MENU

AM

NOON

PM



# PAUSE | PREPARE | PLAN

MAXIMIZE YOUR PRODUCTIVITY

TODAY I CELEBRATE.....

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I'M GRATEFUL FOR {person | thing}

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

TASKS EXECUTED TOWARD BIG GOAL

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

PRIORITY FOR TOMORROW

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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# MY DAILY PLANNER

PLAN | FOCUS | EXECUTE

EXECUTE

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

URGENT

NOTES | WINS

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