**PLANNING TODAY**

|  |  |
| --- | --- |
|  | SCHEDULE |
| Early |  |
| 7am |  |
| 8am |  |
| 9am |  |
| 10am |  |
| 11am |  |
| 12pm |  |
| 1pm |  |
| 2pm |  |
| 3pm |  |
| 4pm |  |
| 5pm |  |
| 6pm |  |
| 7pm |  |
| 8pm |  |
| 9pm |  |
| 10pm |  |
| Late |  |

Each day, consider your activities as follows:

What can I do today to pursue my longer-term goals?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What items of note do I want to accomplish today?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a key relationship that needs my attention today? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anything else that I should plan for today?

Note your time bound commitments and then schedule time for each of the above.

*You can do all of the above in a simple print calendar or online calendar tool. The important step is taking the time to think about your day and make time for what’s important.*