

# My Daily Planner

How will I make this day most productive?			
<b>AM Ritual</b>	<b>Today's FOCUS:</b> 1 _____ 2 _____ 3 _____		<b>Yesterday:</b> Daily Planner <input type="checkbox"/> To-do list <input type="checkbox"/>
	<b>Today's Self-Care:</b> 1 _____ 2 _____		Follow-up file <input type="checkbox"/> _____ <input type="checkbox"/>
	<b>To Finish:</b> 1 _____ 2 _____		
Sched.	Appointment/Activity:	Focus/Benefit	Today's Tasks:
8:00			<input type="checkbox"/> _____
9:00			<input type="checkbox"/> _____
10:00			<input type="checkbox"/> _____
11:00			<input type="checkbox"/> _____
12:00			<input type="checkbox"/> _____
1:00			<input type="checkbox"/> _____
2:00			<input type="checkbox"/> _____
3:00			<input type="checkbox"/> _____
4:00			<input type="checkbox"/> _____
5:00			<input type="checkbox"/> _____
6:00			<input type="checkbox"/> _____
7:00			<input type="checkbox"/> _____
8:00			<input type="checkbox"/> _____
9:00			<input type="checkbox"/> _____
<b>PM Ritual</b>	<b>Tomorrow's FOCUS:</b> 1 _____ 2 _____		
	<b>COMPLETION:</b> <input type="checkbox"/> Desk/Credenza Clean <input type="checkbox"/> Filing Done <input type="checkbox"/> Self-care <input type="checkbox"/> Grateful <input type="checkbox"/> Mind Clear <input type="checkbox"/> Ready for tomorrow		
	<b>To Finish:</b> 1. _____ 2. _____		

## FOCUS, and DO COMPLETE WORK

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