

● DAILY PLANNING

Daily Plan Template

Plan today in five minutes — focus, priorities, schedule, done.

A guided worksheet from VoiceFirstPlanner

FREE

Today's one focus

If only one thing happens today, make it this.

Top 3 priorities

The few things that make today a win.

Also capture

Tasks & ideas that pop up — park them here.

Schedule

Block the must-dos.

7 am

8

9

10

11

12 pm

1

2

3

4

5

6

7

8 pm

Tonight's reflection

What went well? What's first tomorrow?

Speak your day — it sorts itself.

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