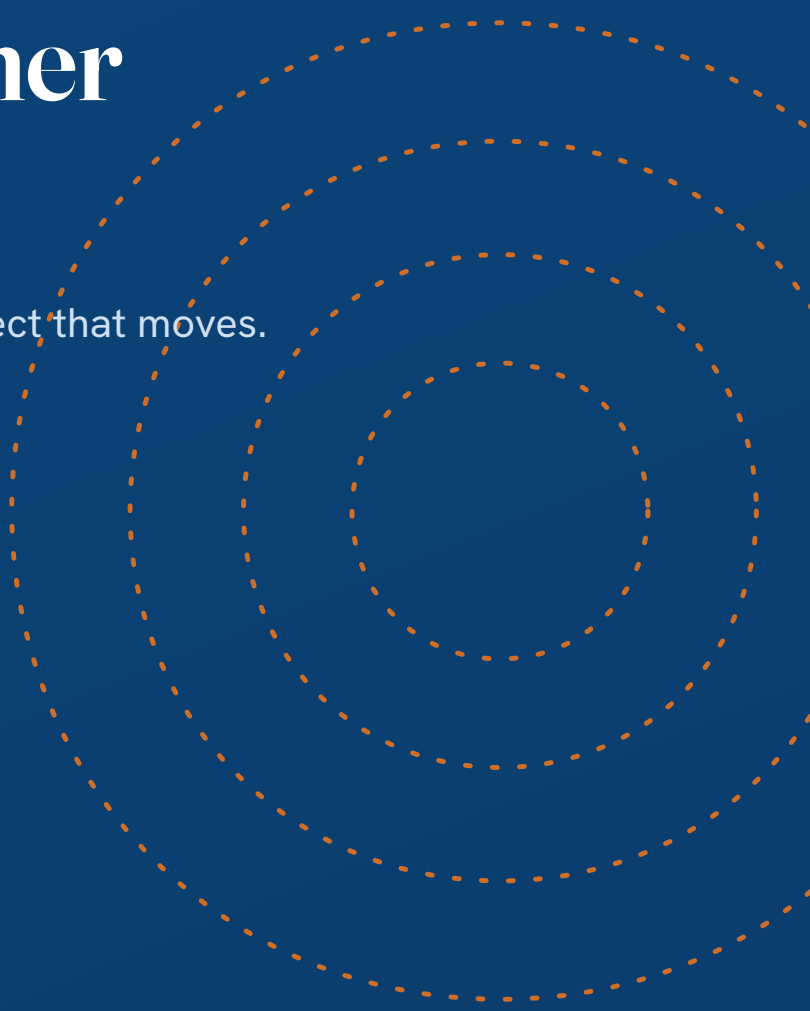


● DAILY PLANNING · PROJECTS

Project Planner Worksheet

Turn a tangle of steps into a project that moves.

A guided worksheet from VoiceFirstPlanner



FREE

A project is anything that takes more than one step. Name what “done” looks like, empty your head of every step, then pick the one thing to do next.

Project outcome — what “done” looks like

One clear sentence.

Why it matters / which goal it serves

Brain-dump every step

Get it all out — order it later.

The one next action

The single physical thing you can do next.

Deadline & milestones

Start a project by voice — reel off the steps.

Start free · voicefirstdayplanner.com