

DAILY FOCUS PLANNER

Date: _____

Top 3 Priorities

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____

Focus Blocks

- ☐ **Focus block 1** — Goal: _____ Time: _____ to _____
- ☐ **Focus block 2** — Goal: _____ Time: _____ to _____
- ☐ **Focus block 3** — Goal: _____ Time: _____ to _____
- ☐ **Focus block 4** — Goal: _____ Time: _____ to _____

Practice / Skill Work

- ☐ **Practice** — What to practice: _____
 - Notes: _____
 - Time spent: _____ minutes

Refinement / Review

- ☐ **Refinement** — What to review or improve: _____
 - Notes: _____

Commit / Action

- ☐ **Commit** — Concrete action I will take today: _____
 - Deadline / Reminder: _____

Right Things (Priority Check)

- ☐ Right Thing #1: _____
- ☐ Right Thing #2: _____
- ☐ Right Thing #3: _____

IMPROVEMENTS (What I learned / what to change tomorrow)

1.

2.

3.

QUICK END-OF-DAY REFLECTION

- Wins today: _____
- Main obstacle: _____
- Energy / Mood (1–10): _____
- Tomorrow's focus: _____