

DAILY FOCUS PLANNER — COMPACT

(A4 Single Page)

Date: ____ / ____ / _____ Day: _____

Top 3 PriorITIES

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

Focus Blocks (short & timed)

- F1:** _____ — Goal: _____ Time: —
- F2:** _____ — Goal: _____ Time: —
- F3:** _____ — Goal: _____ Time: —
- F4:** _____ — Goal: _____ Time: —

| Practice / Refinement | Commit / "Right Things" |
|--|--|
| - [] Practice: _____ (min __ mins) Notes: _____ | - [] Commit: _____ - [] Right 1: _____ - [] Right 2: _____ |
| - [] Refine: _____ Quick note: _____ | - [] Right 3 (if any): _____ |

IMPROVEMENTS / END-OF-DAY (very short)

1.

2.

3.

Wins: _____ **Obstacle:** _____

Energy / Mood (1–10): __ **Tomorrow's focus:** _____

Print tip: Use A4, narrow/small margins, portrait, scale ~85–95% to fit neatly on one page.