

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

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.