

HOW TO USE A PLANNER TO CREATE A DAILY PLANNING SCHEDULE

PLAN *less* = GET *more* DONE

The image displays a collage of planner pages. On the left, a vertical timeline from 6 am to 10 pm is shown with various activities written in blue ink: 6 am (education), 7 am (gym), 8 am (shower/gen), 9 am (school), 10 am (school), 11 am (school), 12 pm (school), 1 pm (school), 2 pm (school), 3 pm (school), 4 pm (school), 5 pm (school), 6 pm (school), 7 pm (school), 8 pm (school), 9 pm (school), 10 pm (school). The right side of the collage features 'THE DAILY FOCUS SHEET' with four sections: 'MY one THING' (Plan videos & prepare film), 'MUST DOS' (copies for HSA, meal plan, meetings, fridge pictures, pay bills), 'SHOULD DOS' (post office, meal plan, call dr. office), and 'WOULD LIKE TO DOS' (clean desk). The 'MY plan' section on the right lists four focus blocks: 'FOCUS BLOCK ONE 10-11:30' (MYM schedule), 'FOCUS BLOCK TWO 8:30-9:30' (clean up), 'FOCUS BLOCK THREE 12-3' (meeting), and 'FOCUS BLOCK FOUR 3-4' (videos). Each section has a 'REFRESH' button.

THE DAILY FOCUS SHEET

MY one THING

Plan videos & prepare film

what's the **ONE** thing I can do today, to make everything else easier?

MUST DOS

- copies for HSA
- meal plan
- meetings
- fridge pictures
- pay bills

SHOULD DOS

- post office
- meal plan
- call dr. office

WOULD LIKE TO DOS

- clean desk

MY plan

FOCUS BLOCK ONE 10-11:30

MYM schedule

REFRESH

FOCUS BLOCK TWO 8:30-9:30

clean up

REFRESH

FOCUS BLOCK THREE 12-3

meeting

REFRESH

FOCUS BLOCK FOUR 3-4

videos