

## EXAMPLE

Organize and optimize your day with this planner

## DAILY TO DO LIST

DATE : 5/15/2023

SUN MON TUE WED THU FRI SAT

TO DO

- ☒ Renew Subscription
- ☒ Binge watch "breaking bad"
- ☒ Check Gas and fill
- ☒ Reply to emails
- ☐ Manage new orders
- ☐ Go to gym
- ☐ Washing clothes

## PRIORITIES

- 1 Work productively
- 2 Deadline for project
- 3
- 4

## BRAIN DUMP

- [illegible]

## I'M GRATEFUL FOR

- A roof over my head  
I'm with my family

## NOTES

- Tomorrow
1. Read Sapiens
  2. Review the books
  3. Buy Groceries