



Work Day Planner

M T W T F

Date: _____

COLOR CODE / FILL PATTERN



Deep Work



Meetings



Admin/Email



Breaks/Lunch

MORNING PLANNING PROMPT

What is the most important outcome for today?

Top 3 Must-Dos

NOTES & INBOX

EVENING REVIEW CHECKLIST

- Process Inbox & Email to Zero
- Review tomorrow's schedule
- Clear physical workspace
- Hard stop / Shut down

30-MINUTE TIME BLOCKS (8 AM - 6 PM)

8:00 AM		
8:30 AM		
9:00 AM		
9:30 AM		
10:00 AM		
10:30 AM		
11:00 AM		
11:30 AM		
12:00 PM		
12:30 PM		
1:00 PM		
1:30 PM		
2:00 PM		
2:30 PM		
3:00 PM		
3:30 PM		
4:00 PM		
4:30 PM		
5:00 PM		
5:30 PM		
6:00 PM		