

Daily Focus Planner

I created this sheet as a daily journal to keep me on task and to help the folks I mentor. Maybe it will help you too.

For the complete white paper and printable planners, go to JerryWRobertson.com/DailyPlanner.

This is just a summary of the sections for you to use. If you go to the site above, I have a PDF for you to download so you can print out blank ones to fill out for each day. Maybe that side hustle can become your main income.

Prime Directive or Stretch Goal – You need to know why you're working. You need to figure out what your Big Why is or your stretch goal so you know why you're doing this stuff when it gets hard.

Today's Goals – 3 things. Just 3. If you write more than that down I would suggest you are never going to get them done. Notice they have a battery symbol next to them. This represents your energy level as you do these things. You need to do the most important thing first when you have the most energy.

What did you learn today / Your Ideal Tomorrow – Reflection on your day just finished helps you figure out what you learned.

If I could Live Today Over – This is a little mind game. Pretend you are at the end of the day but do it before you begin. This idea comes from a quote we find from Viktor Frankl.

Things I get to enjoy today – This can keep you from procrastinating. We procrastinate because we think we don't get to do the things we enjoy if all we do is work.

Appointments – We all have them but usually there are only a few. Write them down so you know how they fit into your day.

Things to do Inside my Goals – These are things you need to do to move your goals forward. They are not necessarily inside your big 3 for the day but they are something that needs to be done or delegated.

Devil's Vortex – These need to be done but don't fit in your goals. You should figure out a way to delegate these if you can.


Notes and Follow Up items – Think about tomorrow and these can be seeds for your journal.

Enjoy
Jerry

Daily Focus Schedule

Today's Date ____/____/____

Prime Directive / Stretch Goal

Today's Goal One - 42 minutes focused 

Rest / Reward - 18 minutes break

If I could live today over again I'd ...

[] _____

[] _____

[] _____

[] _____


Things I get to enjoy today!

[] _____

[] _____

[] _____

[] _____

Today's Goal Two - 42 minutes focused 

Rest / Reward - 18 Minutes break


Appointments

_____ : ____ / _____

_____ : ____ / _____

_____ : ____ / _____

_____ : ____ / _____

Today's Goal Three - 42 minutes focused 

Rest / Reward - 18 minutes break

Things to do inside my goals

[] _____

[] _____

[] _____

[] _____


[] _____

[] _____

[] _____

[] _____

What did you learn today and Describe an Ideal Tomorrow. Be Specific!



Devils Vortex

[] _____

[] _____

[] _____

[] _____

[] _____

[] _____

[] _____

[] _____

Notes and follow up items

What is the 1 Thing you can do so that everything else is easier or unnecessary?