Day/Date _____

January 2018

M	T	W	Th	F	St	Sn
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

DAILY MOMENTUM PLANNER

Do the right tasks at the right time!

Today's Projects

What will you focus on today?

	Project	Due Date
1		
2		
3		
4		
5		

Scheduled Events

What is already planned for today?

Time	Event

Supporting Tasks

What do you need to do to complete those projects?

Task	Energy Level ①②③④	Project
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	

Emergent Tasks

Sometimes unplanned tasks pop up! Jot them down here.

Task	Energy Level ①②③④	Project
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	
	①②③④	

Today's Schedule

When will you do your tasks today?

___:00
① :15
② :30
③ :45
④

___:00
① :15
② :30
③ :45
④

___:00
① :15
② :30
③ :45
④

___:00
① :15
② :30
③ :45
④

___:00
① :15
② :30
③ :45
④

___:00
① :15
② :30
③ :45
④

___:00
① :15
② :30
③ :45
④

___:00
① :15
② :30
③ :45
④

Notes

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