The Daily Action Planner

Do the right actions at the right time!

August 2010

M	T	W	Th	Fr	St	Sn
26	27	28	29	30	31	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	5

Planned Tasks 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Completed Tasks 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Projects In Focus

What Projects Are You Focusing on Today?

	Project	Due Date
1		
2		
3		
4		
5		

Scheduled Events

What Events Are Already Planned for Today?

Time	Event

Supporting Tasks

What Do You Need to Do to Complete Those Projects?

	Task	Project
0		
0		
0		
0		
0		
0		
0		
0		
0		
0		

Daily Schedule

When Are You Going to Do Your Tasks Today?

15 30 45

15 30 45

15 30 45

15 30 45

15 30 45

15 30 45

15 30 45

15 30 45

Emergent Tasks

Sometimes Unplanned Tasks Pop Up! Jot Them Down Here...

	Project
0	
0	
0	
0	
0	

Notes

Write Reference and Continuity Notes Here...

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