

MY DAILY PLAN

Top 3 Priorities for the Day	Duration
1.	
(<i>I. This should be the main task for the day. E.g., As a student the main task for the day is lectures or an academic related activity</i>)	
2.	
3.	

'Snack Size' To Do's – Things to do before, in between or after the main activities of the day (e.g., quiet time, prayer, reading, lunch, visitation, etc. with their respective times).



Thing To do/Avoid to be Productive (e.g., go to WhatsApp three times a day)



Hour by Hour - Hard Landscape	
7AM	
7:30	
8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12PM	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	
6:30	
7:00	

Evaluation (Achievements, Challenges, Comments, things to work on, etc.)



Grade Your Day (How fulfilled are you as to how your day went?)

- Very fulfilled**
- Fulfilled**
- Somehow fulfilled**
- Not Fulfilled**

Any Other Comment: