

Priority Checklist / Daily Planning Template

Instructions

Use this simple tool each morning (or the night before) to map out your day. Focus on what matters most without getting overwhelmed by a long to-do list.

- ✓ Start by identifying **ONE top priority** — the task that will make the biggest difference today.
- ✓ Then list up to **three secondary tasks** that support your goals.
- ✓ Finally, list any **low-priority or optional tasks** to tackle if you have time or extra energy.

Tip: Check off tasks as you complete them for a dopamine boost and sense of progress!

Daily Priority Planner

Today's Date: _____

Top Priority Task (focus your best time + energy here)

☐ _____



Why this matters: _____

Secondary Priorities (important, but not urgent or critical)

1 ☐ _____

2 ☐ _____

3 ☐ _____

Low-Priority / Optional Tasks (do if time + energy allow)

☐ _____

☐ _____

☐ _____

Notes / Adjustments for the Day

(e.g., meetings, energy level, reminders to rest)

End-of-Day Reflection (optional)

☒ *What went well today?*

☒ *What can I adjust for tomorrow?*
