

Simple Workday Planner

A clear one-page plan for a calmer, more manageable working day.

DATE: _____

HOW I WANT TODAY TO FEEL: _____

My Top 3 Priorities

Choose the three things that matter most today.

1

2

3

Must-Do Tasks

Important tasks that need attention today.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Can-Wait Tasks

Useful tasks that do not need to take over today.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

One Focus Block

Choose one task and protect a short distraction-free block for it.

Task: _____

Time: _____

One Thing That Would Make Today Easier

This could be asking for help, moving a deadline, taking a break or simplifying a task.

CONTINUE YOUR CALM WORKING LIFE JOURNEY

Explore practical books, journals and toolkits for stress, overwhelm, focus and daily reflection.

calmworkinglife.com

Before I finish work today, I will: