Date:

Daily Planner

Monday

Deadlines:	*Assigned Deadlines & Tasks*	Max	Actual
1		*5*	
2		*5*	
3		*5*	
4		*5*	
5		*5*	
		25	

To Do:	*Begin with yesterday's unfinished tasks*	Max	Actual
1		*2*	
2		*2*	
3		*2*	
4		*2*	
5		*2*	
Working Hours:		*10*	

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
*Weekly Habit**	5*		
*Prior Habits**	5*		
Kept Schedule	5		
Total	**50**		

**Bonus points*

✓	Checklist

Notes:

Evaluation:

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Date:

Daily Planner

Tuesday

Deadlines:	*Assigned Deadlines & Tasks*	Max	Actual
1		*5*	
2		*5*	
3		*5*	
4		*5*	
5		*5*	
		25	

To Do:	*Begin with yesterday's unfinished tasks*	Max	Actual
1		*2*	
2		*2*	
3		*2*	
4		*2*	
5		*2*	
Working Hours:		*10*	

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
*Weekly Habit**	5*		
*Prior Habits**	5*		
Kept Schedule	5		
Total	**50**		

**Bonus points*

✓	Checklist

Notes:

Evaluation:

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Date:

Daily Planner

Wednesday

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
*Weekly Habit**	5*		
*Prior Habits**	5*		
Kept Schedule	5		
Total	**50**		

**Bonus points*

Deadlines: *Assigned Deadlines & Tasks*		**Max**	**Actual**
1		*5*	
2		*5*	
3		*5*	
4		*5*	
5		*5*	
		25	

To Do: *Begin with yesterday's unfinished tasks*		**Max**	**Actual**
1		*2*	
2		*2*	
3		*2*	
4		*2*	
5		*2*	
Working Hours:		*10*	

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					

✓	Checklist

Notes:

Evaluation:

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Date:

Daily Planner

Thursday

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
*Weekly Habit**	5*		
*Prior Habits**	5*		
Kept Schedule	5		
Total	**50**		

**Bonus points*

Deadlines: *Assigned Deadlines & Tasks*		**Max**	**Actual**
1		*5*	
2		*5*	
3		*5*	
4		*5*	
5		*5*	
		25	

To Do: *Begin with yesterday's unfinished tasks*		**Max**	**Actual**
1		*2*	
2		*2*	
3		*2*	
4		*2*	
5		*2*	
Working Hours:		*10*	

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					

✓	Checklist

Notes:

Evaluation:

©2021 by Abigail I. MacBain

Date:

Daily Planner

Friday

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
*Weekly Habit**	5*		
*Prior Habits**	5*		
Kept Schedule	5		
Total	**50**		

**Bonus points*

Deadlines: *Assigned Deadlines & Tasks*		**Max**	**Actual**
1		*5*	
2		*5*	
3		*5*	
4		*5*	
5		*5*	
		25	

To Do: *Begin with yesterday's unfinished tasks*		**Max**	**Actual**
1		*2*	
2		*2*	
3		*2*	
4		*2*	
5		*2*	
Working Hours:		*10*	

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					

✓	Checklist

Notes:

Evaluation:

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Date:

Daily Planner

Saturday

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
*Weekly Habit**	5*		
*Prior Habits**	5*		
Kept Schedule	5		
Total	**50**		

**Bonus points*

Deadlines: *Assigned Deadlines & Tasks*		**Max**	**Actual**
1		*5*	
2		*5*	
3		*5*	
4		*5*	
5		*5*	
		25	

To Do: *Begin with yesterday's unfinished tasks*		**Max**	**Actual**
1		*2*	
2		*2*	
3		*2*	
4		*2*	
5		*2*	
Working Hours:		*10*	

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					

✓	Checklist

Notes:

Evaluation:

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Date:

Daily Planner

Sunday

Activities	Max	Goal	Actual
Deadlines	25		
To-Dos	10		
*Weekly Habit**	5*		
*Prior Habits**	5*		
Kept Schedule	5		
Total	**50**		

**Bonus points*

Deadlines: *Assigned Deadlines & Tasks*		**Max**	**Actual**
1		*5*	
2		*5*	
3		*5*	
4		*5*	
5		*5*	
		25	

To Do: *Begin with yesterday's unfinished tasks*		**Max**	**Actual**
1		*2*	
2		*2*	
3		*2*	
4		*2*	
5		*2*	
Working Hours:		*10*	

Time In	:	:	:	:	:
Time Out	:	:	:	:	:
Hours					

✓	Checklist

Notes:

Evaluation:

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