

# Daily Focus Planner



Major Goal For Today



Time Block

(Ex: From 9AM - 10AM, clean kitchen, tackle 1 work task, take a walk)

Today's 3 Major Tasks

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Notes:

Planned Breaks



(remember to use your body as a guide.  
Ex: Feeling frustrated with a task,  
take a break)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

it's easy to get overwhelmed with all your to-dos for the day, so when anxiety shows up use this mantra to get you refocused and calm your mind.

I'm in a **safe place.**

I have people who **love me.**

And all I have to do is <load the dishwasher>.

