Daily planner

Three things that matter, the hours you have, and a list of what you actually got done.

Date _____

M T W T F S S

Schedule

6 am
7 am
8 am
9 am
10 am
11 am
12 pm
1 pm
2 pm
3 pm
4 pm
5 pm
6 pm
7 pm
8 pm
9 pm
10 pm

Top 3 today

1 ☐

2 ☐

3 ☐

Also to do

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Done list

everything you finished, even the small things

Water ○ ○ ○ ○ ○ ○ ○ ○

Mood 1 2 3 4 5

Notes

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Weekly planner

One box a day. Keep the week's top three in sight and carry over only what still matters.

Week of _____

Top 3 this week

1 ☐

2 ☐

3 ☐

Monday — date _____

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Tuesday — date _____

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Wednesday — date _____

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Thursday — date _____

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Friday — date _____

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Saturday — date _____

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Sunday — date _____

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Next week

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Monthly planner

Undated, so it works for any month. Write the dates in the small corner of each box.

Month _____ Year _____ Focus this month _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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Habit tracker

Tick a box on the days you do it. A missed day is just a missed day; pick it up tomorrow.

Month _____

Habit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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What helped, what got in the way

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To-do list

Pick three for today. Everything else waits in the parking lot, written down so it isn't forgotten.

Date _____

Today's three

1

2

3

To do

Parking lot

later, someday, not today

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Monthly budget planner

Money in, bills out, spending by category, and one savings goal. Works in any currency.

Month _____ Currency _____

Money in

Source	Amount
Total in	

Fixed bills

Bill	Due	Amount	Paid
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

End of month

Total in	
Bills paid	
Spent	
Left over	

Coming up: one-off costs

Spending by category

Category	Budget	Spent
Groceries		
Rent or home		
Transport		
Eating out		
Shopping		
Health		
Fun		
Gifts		
Kids or pets		
Other		

Savings goal

For _____

Target _____ colour a box for every 10%

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Notes for next month

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Weekly meal planner

Plan the week's meals, then write the shopping list beside them so nothing is missed.

Week of _____

	Breakfast	Lunch	Dinner	Snacks
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Shopping list

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
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- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

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Exam revision planner

List every topic, rate how well you know it, then learn, test yourself and review. Weakest first.

Subject _____ Exam date _____ Days left _____

Topic	How well I know it	Learn	Test	Review
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
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	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐
	1 2 3	☐	☐	☐

1 = weak, 2 = okay, 3 = strong. Start with the 1s, and test yourself on every topic at least twice before the exam.

Mistakes page every wrong answer from practice, one line each

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