DAILY TIME-BLOCKING HORIZON FOCUS PLANNER

DEEP WORK SPRINTS, EXECUTIVE CADENCE & INTENTIONAL PROGRESS

DATE: _____/_____/20____ **DAY: [M] [Tu] [W] [Th] [F] [Sa] [Su]** **DAILY THEME: _____** **ENERGY: [Low] [Med] [High]**

TODAY'S MAIN GOAL: _____ | DEEP WORK: _____ HRS

TOP 3 HIGH-IMPACT NON-NEGOTIABLES

[ ] PRIORITY #1: _____
Key Deliverable / Outcome: _____
Est Time: _____ min | Pomodoros: [ ] [ ] [ ] [ ]

[ ] PRIORITY #2: _____
Key Deliverable / Outcome: _____
Est Time: _____ min | Pomodoros: [ ] [ ] [ ] [ ]

[ ] PRIORITY #3: _____
Key Deliverable / Outcome: _____
Est Time: _____ min | Pomodoros: [ ] [ ] [ ] [ ]

SECONDARY OPERATIONAL TO-DO CHECKLIST

[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____
[ ] _____

CALLS, EMAILS & DELEGATION SPRINT

[ ] Person / Dept: _____ Topic: _____
[ ] Person / Dept: _____ Topic: _____
[ ] Person / Dept: _____ Topic: _____
[ ] Person / Dept: _____ Topic: _____
[ ] Person / Dept: _____ Topic: _____

SHUTDOWN RITUAL & DAILY METRICS

1. Inbox Zero & Slack Clear: [ ] Yes 2. Desk Cleared: [ ] Yes
3. Tomorrow Top 3 Planned: [ ] Yes 4. Workday Shutdown: [ ] Yes

TODAY'S GREATEST WIN / BREAKTHROUGH:

_____

KEY LESSON / FRICTION POINT TO OPTIMIZE:

_____

HOURLY TIME-BLOCKING MATRIX (6:00 AM - 10:00 PM)

06:00 AM	[ ] _____
06:30 AM	[ ] _____
07:00 AM	[ ] _____
07:30 AM	[ ] _____
08:00 AM	[ ] _____
08:30 AM	[ ] _____
09:00 AM	[ ] _____
09:30 AM	[ ] _____
10:00 AM	[ ] _____
10:30 AM	[ ] _____
11:00 AM	[ ] _____
11:30 AM	[ ] _____
12:00 PM	[ ] _____
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09:00 PM	[ ] _____
09:30 PM	[ ] _____

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