

GENERIC PLANNER FOR

#3 After completing the Monthly Planning Section, break each week activities into a daily list to do actions. Track and record progress

WEEKLY PLANNING

Tick if finished

Monday and from Previous Week	
Tuesday	
Wednesday	
Thursday	
Friday and Next Week	

#2 After completing the Yearly Planning Section, break the next relevant quarter down into months, and identify the weekly tasks

MONTHLY PLANNING

Tick if finished

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

#1 START HERE - Add your yearly objectives then break them down into quarters

YEARLY PLANNING

Tick if finished

Annual Objectives	
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

GET THINGS DONE FOR DATE

Key

MON	TUES	WEDS	THRS	FRI	SAT	SUN
-----	------	------	------	-----	-----	-----

Appointments

MY DAY & APPOINTMENTS	PLAN OF ACTIONS / MUST DO
-----------------------	---------------------------

THE FOCUS TODAY/GOALS

06:00-08:00		
09:00		
10:00		
11:00		
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		
18:00		
19:00+		

Relationships
Call/Email
Connect with

Motivation

TO DO LIST / SHOPPING

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

MEALS / WATER

Water					
Breakfast					
Lunch					
Dinner					
Snacks					

NOTES

SUCSESSES

3 Positive Things

- 1 _____
- 2 _____
- 3 _____

EXERCISE / HEALTH

"You were born to win, but to be a winner, you must plan to win, prepare to win, and expect to win"

Copyright © 2021 Polymath Associates Ltd