

1-3-5 Daily Planner Canvas

Prioritize and efficiently manage your tasks by focusing on a balanced mix of essential and achievable tasks for the day with a 1-3-5 rule

DATE:

BRAINSTORM YOUR TASKS FOR TODAY

Write down all tasks in any order, regardless of size or priority

1 MAJOR TASK — most significant, complex, or time-consuming

3 MEDIUM TASKS to keep your larger projects moving forward

5 SMALL TASKS — your easy wins to quickly boost your motivation

END-OF-DAY REFLECTION

Think about today's achievements, challenges, and insights