



My Daily Plan

A daily plan can help to motivate to actually do things and to set and keep priorities in mind. A daily plan should always be realistic and only contain goals that can be reached under normal circumstances. A daily plan can be changed as often as necessary and should be adapted if needed.

Date:

Today's challenges and writing intentions:

Time schedule and each working step:
(From...until..., tasks and breaks)

How do I reward myself today?

Reflection of your daily goal

It can be helpful to write a to-do list or a daily plan at the end of each day to facilitate getting into the flow of working the next day. If your daily plan did not work out the way you planned, ask yourself if you maybe planned too much? Which time wasters can you ban in the future? Is your working environment suited for you to be productive?

Date (and day of the week):

You set a daily goal for yourself today. How did it work out for you?

Which aspects went well and why?

Were there things that did not go well and why?

Which aspects went really well (eye-opener of the day)? For which other working steps could you use this skill?

On which question/ topic and with which paragraph/ sentence did you finish today? Please formulate a question to connect to where you finished and to help you get started tomorrow.

