

Priorities [Top Priorities for today]		Time	Task	How did this time block go? How can the next one be better?
		9:00 AM		
		10:00 AM		
		11:00 AM		
		12:00 PM		
		1:00 PM		
Brain dump for the day		2:00 PM		
		3:00 PM		
		4:00 PM		
		5:00 PM		
		6:00 PM		
		7:00 PM		
		8:00 PM		
		9:00 PM		
		10:00 PM		
		11:00 PM		
Daily feedback [How did the day go? What went well, what could have gone better? How will you make tomorrow better?]				