

Getting it Done
Planners

My Daily Planner

M T W T F S S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Date:

Quote of the Day:

6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	

Today's Priorities:

1	
2	
3	

Must Not Forget:

☐	
☐	
☐	
☐	
☐	

Important Notes:

Daily Brain Dump:

My Daily Planner

M T W T F S S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Date:

Quote of the Day:

Today's Priorities:

1

2

3

Must Not Forget:

☐

☐

☐

☐

☐

Important Notes:

Daily Brain Dump:

My Daily To-Do List

Date:

My Must Do Task:

Task to Complete:		Urgent	Important	Later
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐
☐		☐	☐	☐

Day Review:

My Weekly Planner

Week No:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Quote of the Week:

This Week's Priorities:

1

2

3

To Do List:

☐☐☐☐☐☐☐

Important Notes:

My Weekly Planner

Week No:

Monday

Tuesday

Wednesday

Thursday

Quote of the Week:

Mon-Thur Priorities:

1

2

3

To Do List:

Important Notes:

My Weekly Planner

Week No:

Friday

Saturday

Sunday

Next Week

Habit Focus This Week:

Fri-Sun Priorities:

1

2

3

To Do List:

Important Notes:

My Weekly Timetable

Week No:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

My Weekly Checklist

Week No:

Mon	☐	☐
	☐	☐
	☐	☐
Tue	☐	☐
	☐	☐
	☐	☐
Wed	☐	☐
	☐	☐
	☐	☐
Thu	☐	☐
	☐	☐
	☐	☐
Fri	☐	☐
	☐	☐
	☐	☐
Sat	☐	☐
	☐	☐
	☐	☐
Sun	☐	☐
	☐	☐
	☐	☐

My Monthly Planner

Month:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
WK 1							
WK 2							
WK 3							
WK 4							
WK 5							

Important Notes:

[illegible]

Main Priorities This Month:

[illegible]

My Monthly Planner

Month:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
WK 1							
WK 2							
WK 3							
WK 4							
WK 5							
WK 6							

Important Notes:

Main Priorities This Month:

Monthly Lookahead

Month:

My High Priority Tasks	Week Beginning: / /
	Notes:

My High Priority Tasks	Week Beginning: / /
	Notes:

My High Priority Tasks	Week Beginning: / /
	Notes:

My High Priority Tasks	Week Beginning: / /
	Notes:

My Yearly Planner

Year:

January	February	March
April	May	June
July	August	September
October	November	December

Important Dates

Year:

January

February

March

April

May

June

July

August

September

October

November

December

Do I Have to List

Tasks that I lack passion for but are still necessary!

[illegible]

Getting it Done - Weekdays

Mundane Tasks to Complete:

☐ ☐ ☐ ☐ ☐ ☐	My Reward For Completing These Tasks:
☐ ☐ ☐ ☐ ☐ ☐	My Reward For Completing These Tasks:
☐ ☐ ☐ ☐ ☐ ☐	My Reward For Completing These Tasks:
☐ ☐ ☐ ☐ ☐ ☐	My Reward For Completing These Tasks:

Getting it Done - Weekends

Mundane Tasks to Complete:

	My Reward For Completing These Tasks:
	My Reward For Completing These Tasks:
	My Reward For Completing These Tasks:
	My Reward For Completing These Tasks:

My Priorities

The Eisenhower Matrix is a simple tool for considering the long-term outcomes of your daily tasks and focusing on what will make you most effective, not just most productive. It helps you prioritize and delegate tasks based on their importance to you at this moment in time.

DO THESE FIRST

URGENT & IMPORTANT

DO THESE LATER

IMPORTANT BUT NOT URGENT

DELEGATE THESE

URGENT BUT NOT IMPORTANT

ELIMINATE THESE

NEITHER URGENT OR IMPORTANT
