

One-page planner

CHASING SUNSETS

Small changes. Better days.

Date _____

Day M T W T F S S

THE ONE THING *If nothing else gets done today, this makes the day count. Do it first if you can.*

☐

THREE, NOT TEN

Including the one thing. The rest goes in the parking lot.

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____

BLOCKS

Give each one a job. One will get eaten. That is the plan working.

- ☐ Block 1 ____ - ____ _____
- ☐ Block 2 ____ - ____ _____
- ☐ Block 3 ____ - ____ _____
- ☐ Block 4 ____ - ____ _____

Tick the block you expect to lose. If it survives, that is a bonus.

PARKING LOT

Everything that is not today. You may stop thinking about it.

FIVE-MINUTE SHUTDOWN

Before you close the laptop or leave the desk.

- ☐ Cross off what got done.
- ☐ Move the unfinished to the parking lot or to tomorrow.
- ☐ Write tomorrow's one thing.
- ☐ Say some version of "done for today."

TOMORROW'S ONE THING

So the morning starts already decided.

WEEKLY RESET *Fifteen minutes, once a week, same time if you can.*

- ☐ Read the parking lot. Cross out the dead ones. Do not feel bad about them.
- ☐ Pull out the three to five items that become this week's one-things.
- ☐ Mark the days that are already going to be bad. Plan the minimum for those.

BAD-DAY MINIMUM

The one thing, then the shutdown. That still counts as a working day. Everything else can wait.