

# Hero On A Mission

*Daily Planner*



# Daily Planner Key

The Business Made Simple Daily Planner will help you manage your time and energy so you get the most done without procrastinating or losing focus. Use this key to understand each section the planner. Our hope is this planner will help you have a positive impact on the world.

**Reviewed Life Plan:** Check this box if you read through your life plan on this day.

**Primary Task One:** This is the most important project you need to make progress on today.

**H\_\_\_M\_\_\_:** Use this section to write down how many hours and minutes you worked on project one.

**Rest/Reward:** Identify what reward you will give yourself for working on project one.

**Primary Task Two:** Identify the second most important project you need to work on today.

**Primary Task Three:** Identify the third most important project you need to work on today.

**To-Do:** Write down the tasks you need to accomplish. By separating your tasks from your important projects, you remind yourself that your tasks are not as important as the major projects you need to make progress on. Feel free to transfer unaccomplished tasks to the next day, but don't skip the important work you need to do on your projects.

**My Story Summary:** How would you summarize your storyline if it were to be made into a movie?

**Reviewed Goals:** Check this box if you reviewed your goals on this day.

**If this was the second time I was living this day, what would I do differently?:**

Answer the question Dr. Viktor Frankl instructed his patients to ask that taught them to see the day before them more clearly. He asked his patients to pretend they were living this day for the second time and to not make the same mistakes. By asking ourselves this question each day, we live intentionally and with more wisdom.

**Things I get to enjoy today:** Identify activities and experiences you will get to enjoy later in the day. This will help you overcome procrastination on your important projects. Procrastination often happens when we believe we have to work rather than have fun. When we identify that the day will be a mixture of work and fun, we are less likely to procrastinate. In addition, identifying the experiences we will enjoy later in the day gives us a more positive attitude about the day.

**Appointments:** Write down all the appointments you will need to keep that day. This will prepare your mind for what is to come.

I'VE REVIEWED MY LIFE PLAN

I'VE REVIEWED MY GOALS

TODAY'S DATE: \_\_\_\_\_

### PRIMARY TASK ONE

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### PRIMARY TASK TWO

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### PRIMARY TASK THREE

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MY STORY SUMMARY: \_\_\_\_\_  
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I'VE REVIEWED MY LIFE PLAN

I'VE REVIEWED MY GOALS

TODAY'S DATE: \_\_\_\_\_

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### PRIMARY TASK THREE

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IF THIS WAS THE SECOND TIME I WAS LIVING THIS DAY, WHAT WOULD I DO DIFFERENTLY?

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MY STORY SUMMARY: \_\_\_\_\_  
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I'VE REVIEWED MY LIFE PLAN

I'VE REVIEWED MY GOALS

TODAY'S DATE: \_\_\_\_\_

### PRIMARY TASK ONE

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Rest/Reward: \_\_\_\_\_

### PRIMARY TASK TWO

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\_\_\_\_\_ H: M:

Rest/Reward: \_\_\_\_\_

### PRIMARY TASK THREE

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\_\_\_\_\_ H: M:

Rest/Reward: \_\_\_\_\_



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IF THIS WAS THE SECOND TIME I WAS LIVING THIS DAY, WHAT WOULD I DO DIFFERENTLY?

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THINGS I GET TO ENJOY TODAY

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APPOINTMENTS

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