

Example

M T W Th **F** S S

Primary Goal *Complete my thesis proposal in the next 3 months*

Today's Focus *Pilot study to collect data for proposal*

If you do nothing else, what one task will get you closer to your goal?

Email potential committee members

I will know today was a success if...

I do not overthink the emails and procrastinate on sending them. I need to move forward with data collection.

What I'm looking forward to today...

Happy Hour!

Work Tasks

- 1. *Email committee members*
- 2. *Perform experiment*
- 3. *Plan next week*
- 4.
- 5.

Other Tasks

- Dishes*
- Take out recycling*
-
-
-
-

Exercise

Run



Happy Hour

What is something you can do to "refill your cup" of energy?

Tomorrow

*Grading homework for class
I'm TAing*

Primary Goal

Today's Focus

If you do nothing else, what one task will get you closer to your goal?

I will know today was a success if...

What I'm looking forward to today...

Work Tasks

- 1.
- 2.
- 3.
- 4.
- 5.

Other Tasks

-
-
-
-
-
-

Exercise

A dashed rectangular box for writing about tomorrow, featuring a central illustration of a coffee cup on a saucer.

Tomorrow