

# The Daily Action Planner

Do the right actions at the right time!

February 2012

M	T	W	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	1	2	3	4

Planned Tasks 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Completed Tasks 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

## Projects In Focus

What Projects Are You Focusing on Today?

Project	Due Date
1	
2	
3	
4	
5	

## Scheduled Events

What Events Are Already Planned for Today?

Time	Event

## Supporting Tasks

What Do You Need to Do to Complete Those Projects?

Task	Project	<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>

## Daily Schedule

When Are You Going to Do Your Tasks Today?

	<input type="checkbox"/>	
15	<input type="checkbox"/>	
30	<input type="checkbox"/>	
45	<input type="checkbox"/>	
	<input type="checkbox"/>	
15	<input type="checkbox"/>	
30	<input type="checkbox"/>	
45	<input type="checkbox"/>	
	<input type="checkbox"/>	
15	<input type="checkbox"/>	
30	<input type="checkbox"/>	
45	<input type="checkbox"/>	
	<input type="checkbox"/>	
15	<input type="checkbox"/>	
30	<input type="checkbox"/>	
45	<input type="checkbox"/>	
	<input type="checkbox"/>	
15	<input type="checkbox"/>	
30	<input type="checkbox"/>	
45	<input type="checkbox"/>	

## Emergent Tasks

Sometimes Unplanned Tasks Pop Up! Jot Them Down Here...

Task	Project	<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>
0		<input type="checkbox"/>	<input type="checkbox"/>

## Notes

Write Reference and Continuity Notes Here...

Notes area with horizontal lines and vertical dashed lines for writing.