

# The Daily Action Planner

Do the right actions at the right time!

January 2012						
M	T	W	Th	Fr	Sa	Su
26	27	28	29	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
30	31	1	2	3	4	5

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...

Vertical lines for writing notes.