Daily Planner

Date: Tuesday, October 13, 2026 | Today's focus: webinar slides

SCHEDULE	
6 am	Wake up, stretch
7 am	Breakfast, school run
8 am	Email (30 min max)
9 am	Deep work: webinar slides
10 am	Deep work (continued)
11 am	Client call – Brightline
12 pm	Lunch + walk
1 pm	Team check-ins
2 pm	Admin and invoices
3 pm	
4 pm	Plan tomorrow
5 pm	Pick up kids
6 pm	Dinner
7 pm	Family time
8 pm	Read, wind down

TOP 3 PRIORITIES

- ☐ Finish webinar slides
- ☐ Send invoice to Northwind
- ☐ Book car service

TO DO

- ☐ Reply to Sam
- ☐ Order printer ink
- ☐
- ☐

Water ○ ○ ○ ○ ○ ○ ○ ○

Meals

B: oatmeal · L: salad · D: pasta

Grateful for

Sunny morning walk

Notes: _____

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