

1. Long-Term SMART Goals

2. SMART Goals for the Day

Plan *Deadline* *Criteria*

3. Tasks

Priority

Urgency

*Estimated
Time*

*Actual
Time*

*Status:
To do/
Done/
In
progre
ss*

Task 1

Task 2

Task 3

Task 4

Task 5

Task 6

Task 7

Task 8

Task 9

Task 10

4. Time Blocks

Task

Notes

7:00 AM - 8:00 AM

8:00 AM - 9:00 AM

9:00 AM - 10:00 AM

10:00 AM - 11:00 AM

11:00 AM - 12:00 PM

12:00 PM - 1:00 PM

1:00 PM - 2:00 PM

2:00 PM - 3:00 PM

3:00 PM - 4:00 PM

4:00 PM - 5:00 PM

5:00 PM - 6:00 PM

5. Habits

	<i>Done</i>
<i>Waking up early</i>	
<i>Exercising</i>	
<i>Reading</i>	
<i>Running</i>	

6. Self-Assessment

Did you complete your top-priority tasks?

Did you stay focused?

Were you productive?

7. What worked well today?

8. What needs improvement?

9. Adjustments and opportunities for tomorrow

10. Productivity Score (1-10)