

## Planning Guide - Step 3: Daily Planning

Franklin Covey says this should take about 10 minutes, so just like with weekly planning, it might help to set a timer. Some people like to close up their day by planning for the next one. Others like to do it in the morning. Before you get started, you should triple check your calendar and make sure you have all notifications set up.

### Step 3A - Make Your Daily List

Make a realistic list of 7-10 tasks. Add your highest priorities if you didn't put them in during weekly planning.

### Step 3B - Rank Your Daily List

- *If you use the Eisenhower Matrix:* Now is a good time to review it
- *If you use the A-B-C method:* Add those labels

### Step 3C - Schedule Your Daily List

Put your tasks on your schedule based on how important they are. This is called time-blocking. *If you use the A-B-C method:* First give each task a number for the order you want to do them.

*Now, rock your day and enjoy the dopamine boost of checking stuff off your list!*

*Tip:* Writing down where I stop on a task helps me pick it back up next time.

#### *Daily Planning References*

- Baird-Goldman, K. (2022). Chapter 5: Improving Your Attention and Focus. In *The CBT Workbook for Adult ADHD*. Rockridge Press.
- Franklin Covey. (2019, October 28). *The Productivity Pyramid - Planning Daily*. Franklin Covey's PlannerTalk Blog. <https://blog.franklinplanner.com/organized-october-plan-daily/>