



Ten minutes of planning to protect the hours that matter — morning brief, focus blocks, checkpoints, evening review.



Morning Brief

Today's top three, each with one sentence on why.

1

Why it matters: _____

2

Why it matters: _____

3

Why it matters: _____



Two Focus Blocks

60–120 minutes each, one task, notifications closed.

Block 1 · _____ to _____

Block 2 · _____ to _____



Decline / shorten / delegate



Other tasks & appointments



Midday Checkpoint

Two minutes to rebuild the afternoon.

CHECKPOINT PROMPT

Midday checkpoint. My morning plan was: *[paste]*. What actually happened: *[quick note]*. Rebuild my afternoon around what's left and what still matters most.



Evening Review

Three minutes that half-write tomorrow's brief.

What moved forward today?

Unfinished — does it deserve tomorrow?

Tomorrow's likely top three
