

# Daily Focus Planner

*Major Goal Today*

*Brain Dump Zone  
(to deal with later)*

*Today's 3 Urgent Tasks*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

*Important, but not urgent tasks*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
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*FOCUS ON WHAT MATTERS NOW. DUMP THE REST FOR LATER!*

