**Daily Activity Planner**

**Date:**

**Let’s get started:**

* Reflect on your day and review your weekly activity planner.
* Plan your next day’s schedule by writing down activities to be completed and required time.
* Assign a rating priority to each activity (1 to 10 with 10 being the highest priority) to help you first focus on areas of higher priority.
* Allow time for unplanned activities that may come up during the day.

| **LIFE AREAS** | **ACTIVITIES** | **REQUIRED TIME** | **PRIORITY RATE**  |
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| **PHYSICAL** |  |  |  |
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| **SPIRITUAL**  |  |  |  |
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| **PROFESSIONAL / BUSINESS** |  |  |  |
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| **FINANCIAL** |  |  |  |
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| **RELATIONSHIPS** |  |  |  |
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| **FUN AND PERSONAL GROWTH** |  |  |  |
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| **ENVIRONMENT** |  |  |  |
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| **LEGACY / COMMUNITY** |  |  |  |
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| Why procrastinate and put off until tomorrow?Get going now as double burden awaits you tomorrow. |