

Date _____ Events _____

What's the one thing you need to get done today to feel accomplished?

Task	Time Estimate	Work Sessions	Done?	Morale
① _____	_____			

Popular work session options (minutes of work/minutes of break time): 25/5, 20/10, 45/15. Take at least one break per hour.

Additional tasks in order of priority

② _____	_____		
③ _____	_____		
④ _____	_____		
⑤ _____	_____		
⑥ _____	_____		
⑦ _____	_____		
⑧ _____	_____		

Total estimated time: _____

Things to do during breaks

New tasks for later

Notes and reflections

Words of encouragement
