

1 Day @ A Time FOCUS PLANNER

Write in and highlight the time slots you plan to focus on your 3 most significant work activities.

7-7.30am		
7.30-8am		
8-8.30am		
8.30-9am		
9-9.30am		
9.30-10am		
10-10.30am		
10.30-11am		
11-11.30am		
11.30-12 noon		
12-12.30pm		
12.30-1pm		
1-1.30pm		
1.30-2pm		
2-2.30pm		
2.30-3pm		
3-3.30pm		
3.30-4pm		
4-4.30pm		
4.30-5pm		
5-5.30pm		
5.30-6pm		
6-6.30pm		
6.30-7pm		

3 things that went well today and why:

FOCUS PLANNER in action

FRIDAY 3/4/20.

1 Day @ A Time FOCUS PLANNER for Carers

Write in and highlight the time slots you plan to focus on your 3 most significant work activities.

	JESSICA	NICK.
7-7.30am		
7.30-8am	RUN.	
8-8.30am		
8.30-9am		
9-9.30am		
9.30-10am	COACHING EMILY on phone 9.15am	DAILY TEAM HUDDLE 9.45am
10-10.30am		
10.30-11am		ON A CALL
11-11.30am	QA-ING NEW WEBSITE BEFORE GO LIVE	↓
11.30-12 noon		
12-12.30pm		ON A CALL
12.30-1pm		
1-1.30pm	MAKE + EAT LUNCH AS A FAMILY.	
1.30-2pm		
2-2.30pm	Edit notes for Laura and Sarah's podcast recordings and send to Chris for production	ON A CALL
2.30-3pm		↓
3-3.30pm		
3.30-4pm		
4-4.30pm		
4.30-5pm		
5-5.30pm		
5.30-6pm		
6-6.30pm		
6.30-7pm		

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3 THINGS THAT WENT WELL TODAY AND WHY:

- 1). Emily found our time together really useful (because I really listened and asked relevant Q's to provide).
- 2). New website looks fab! (Because Sam has worked so hard).
Trott
- 3). Got all solo records done for x2 podcast episodes and sent to Chris (because I was super focused and left my phone damnstains!).