

Daily Routine

PLANNER

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Daily Routine Planner

Here's a simple yet effective daily routine planner template to help structure your day:

Date: _____

Morning Routine

- **Wake Up:** _____
- **Morning Meditation/Stretching (5-10 mins):** _____
- **Breakfast:** _____
- **Exercise (30 mins):** _____
- **Shower/Get Ready:** _____
- **Plan & Prioritize:**
 - Review today's tasks
 - Set top 3 priorities:
 1. _____
 2. _____
 3. _____

Work/Study Block 1

- **Start Time:** _____
- **Focus Task:** _____
- **Break (10-15 mins):** _____

Work/Study Block 2

- Start Time: _____
- Focus Task: _____
- Break (10-15 mins): _____

Lunch Break

- Time: _____
- Relax/Walk: _____

Afternoon Routine

- Work/Study Block 3
 - Start Time: _____
 - Focus Task: _____
 - Break (10-15 mins):

- Work/Study Block 4
 - Start Time: _____
 - Focus Task: _____
 - Break (10-15 mins):

Evening Routine

- Wrap Up Work:
 - Review tasks completed
 - Plan for tomorrow
 - Time: _____
- Dinner: _____

- **Relax/Leisure Activity:**

- **Exercise/Walk (if not done in the morning):**

Night Routine

- **Reflect on the Day:**

- What went well:
- What can be improved:

- **Evening Meditation/Reading:**

- **Prepare for Bed (Set tomorrow's clothes, etc.):**

- **Bedtime:** _____

This template can be adjusted according to your needs and preferences, whether you're focusing on work, study, self-care, or personal projects.

Thank You

FOR READING!

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