

Exercise / Movement Deep Work Block Journalling

- 1 Your most important task today — the one that moves the needle
Why does this matter?
- 2 Second priority
Context or deadline
- 3 Third priority
Context or deadline

TIME BLOCKS

07:00	Morning routine / non-negotiables
08:00	
09:00	Deep work — protect this block
10:00	
11:00	
12:00	Lunch / break
13:00	
14:00	
15:00	
16:00	
17:00	Wrap up / admin
18:00	Evening review →

BRAIN DUMP

Get it out of your head. Ideas, worries, loose thoughts — capture everything here. Sort it later.

NOT RIGHT NOW — PARKING LOT

- Task that came up but can't be dealt with today...
- Something to revisit during evening review...
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TODAY'S MOOD — CIRCLE ONE

FOCUSED	PRODUCTIVE	SCATTERED	SLOW	ENERGISED	TIRED	ANXIOUS	CREATIVE
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EVENING REVIEW

<p>WHAT GOT DONE</p> <p>The wins, however small...</p>	<p>WHAT DIDN'T HAPPEN</p> <p>Reschedule or let go?</p>
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<p>ONE HONEST REFLECTION</p> <p>What would have made today better?</p>	<p>TOMORROW'S FIRST MOVE</p> <p>The single most important thing to start with...</p>
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NOT RIGHT NOW — SHOULD ANY OF THESE MOVE TO TOMORROW?

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ONE THING I'M GRATEFUL FOR TODAY

End well. Even hard days have something worth noting.

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WANT THIS DONE AUTOMATICALLY?

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