

# DAILY PLANNER

Time-blocked for founders | fill it in the night before | [theproductivefounder.com](http://theproductivefounder.com)

DATE \_\_\_\_\_

M T W T F S S

**TOP 3 - the day is a win if these three get done**

1. ☐
2. ☐
3. ☐

**SCHEDULE** the colour bar is the default block - move it to your peak hours

The image shows a vertical timeline from 6:00 AM to 8:30 PM. The timeline is divided into color-coded blocks representing different activities:

- 6:00 AM - 9:00 AM:** DEEP WORK I (Blue block)
- 9:00 AM - 10:30 AM:** ADMIN & COMMS (Yellow block)
- 10:30 AM - 12:30 PM:** DEEP WORK II (Purple block)
- 12:30 PM - 1:30 PM:** RECOVERY (Teal block)
- 1:30 PM - 5:00 PM:** EXECUTION (Red block)
- 5:00 PM - 6:00 PM:** WIND-DOWN (Grey block)

The timeline continues from 6:00 PM to 8:30 PM without a specific color block, suggesting a continuation of the previous activity or a free period.

### ADMIN BATCH (one window, one timer)

- |  |  |
|--|--|
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|  |  |

## CALLS & MEETINGS

## DELEGATE / WAITING ON

- |  |  |
|--|--|
|  |  |
|  |  |
|  |  |

## NOTES

### SHUTDOWN RITUAL (2 minutes, before the laptop closes)

- ☐ Tomorrow's Top 3 written
  - ☐ One task delegated (even a small one)
  - ☐ Inbox parked until the admin window
  - ☐ Tomorrow's calendar checked

**Energy today** (1) (2) (3) (4) (5) **Win of the day**

# DAILY PLANNER

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DATE Tue Oct 6  
M T W T F S S

### TOP 3 - the day is a win if these three get done

- 1. ☒ Ship the new pricing page
- 2. ☒ Send 3 partner follow-ups
- 3. ☒ Close September books

### SCHEDULE the colour bar is the default block - move it to your peak hours

|          |                                             |               |
|----------|---------------------------------------------|---------------|
| 6:00 AM  | <u>Write pricing page copy</u>              | DEEP WORK I   |
| 6:30 AM  |                                             |               |
| 7:00 AM  | <u>Build pricing page in Webflow</u>        |               |
| 7:30 AM  |                                             |               |
| 8:00 AM  |                                             |               |
| 8:30 AM  | <u>QA on mobile + publish</u>               |               |
| 9:00 AM  | <u>Inbox + LinkedIn DMs (timer: 45 min)</u> | ADMIN & COMMS |
| 9:30 AM  |                                             |               |
| 10:00 AM | <u>Partner follow-ups x3</u>                |               |
| 10:30 AM | <u>Buffer: urgent fires</u>                 |               |
| 11:00 AM | <u>Prospect call: Acme (45 min)</u>         | DEEP WORK II  |
| 11:30 AM |                                             |               |
| 12:00 PM | <u>Prospect call: Nordlight</u>             |               |
| 12:30 PM |                                             |               |
| 1:00 PM  | <u>Lunch + 20-min walk</u>                  | RECOVERY      |
| 1:30 PM  |                                             |               |
| 2:00 PM  | <u>Update CRM after calls</u>               | EXECUTION     |
| 2:30 PM  |                                             |               |
| 3:00 PM  | <u>Bookkeeping: September close</u>         |               |
| 3:30 PM  |                                             |               |
| 4:00 PM  | <u>Support tickets</u>                      |               |
| 4:30 PM  |                                             |               |
| 5:00 PM  | <u>Review day, write tomorrow's Top 3</u>   | WIND-DOWN     |
| 5:30 PM  |                                             |               |
| 6:00 PM  | <u>Laptop closed</u>                        |               |
| 6:30 PM  |                                             |               |
| 7:00 PM  |                                             |               |
| 7:30 PM  |                                             |               |
| 8:00 PM  |                                             |               |
| 8:30 PM  |                                             |               |

### ADMIN BATCH (one window, one timer)

- ☒ Approve contractor invoice
- ☒ Reply to accountant
- ☒ Renew domain
- ☒ Book dentist
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### CALLS & MEETINGS

- 11:00 Acme - discovery
- 12:00 Nordlight - demo
- \_\_\_\_\_
- \_\_\_\_\_

### DELEGATE / WAITING ON

- ☐ VA: format newsletter
- ☐ Waiting: logo files (Sam)
- ☐ \_\_\_\_\_

### NOTES

Pricing page: test annual toggle next week.

### SHUTDOWN RITUAL (2 minutes, before the laptop closes)

- ☒ Tomorrow's Top 3 written
- ☒ Inbox parked until the admin window
- ☒ One task delegated (even a small one)
- ☒ Tomorrow's calendar checked
- Energy today 1 2 3 4 5
- Win of the day Pricing page live before 9 AM