

5-Minute Focus Planner



Take control of your day with simple steps. The 5-Minute Focus Planner is here to help you zero in on what truly matters, recharge when needed, and make steady progress—all in just five minutes a day.

Your Top Focus

This is your most important task of the day. Use the blocks on the next page to decide when it makes sense to work on this—or save it for when your energy is at its best.

Small Wins

Up to 3 manageable tasks to tackle:



Time Blocks

Morning Block: Start your day with a meaningful task to set the tone.

(This doesn't have to be your Top Focus—choose something that sets a positive tone for the day.)

Afternoon Block: Identify your key priority for this part of the day.

(If mornings aren't ideal, this is a great time to tackle your Top Focus.)

Evening Wind-Down Block: What's one thing you'll do to unwind?

(Dedicate this time to relaxing and setting yourself up for a successful tomorrow.)



Quick Reset Checklist

Use this checklist to pause, recharge, and refocus—a quick 5-minute reset to boost your energy and stay on track for the rest of the day.

- _____
- _____
- _____

Notes & Reflections

How did you feel about today's progress?

Any challenges or wins to remember for tomorrow?

What's one thing you'd like to improve tomorrow?

