UNDATED DAILY PAGES

The Daily Business Task Planner

Plan the day. Do the work that matters.
Review the week.

Printable, fillable and editable. US Letter and A4.
Undated, so you can start any day.

sorbet sheets

How to use this planner

Today's Business Tasks | Weekly Business Plan | Monthly Goals | Project Tracker | Weekly Review

Your bundle has five page layouts: Today's Business Tasks, Weekly Business Plan, Monthly Goals, Project Tracker, and Weekly Review. Every page is undated. Tap the tabs at the top of any page to jump between sections.

Formats. Printable PDF to print with a pen. Fillable PDF to type into the boxes. Editable Google Doc to change anything. Each PDF comes in US Letter and A4.

On a tablet. Import the PDF into GoodNotes, Notability or any PDF app. The tabs stay clickable. Use the printable PDF for handwriting.

Each morning, take five minutes.

1. Write your top 3 priorities first. These move the business forward.
2. List smaller tasks under Task List. Calls, emails and admin go here.
3. Use Time Blocks so the top three get real hours.
4. At the end of the day, check off what got done and note what moves on.
5. Once a week, fill in the Weekly Review. It takes about fifteen minutes.

To print, pick the file that matches your paper and choose Fit to page.

Today's Business Tasks

Date _____ M T W T F S S

Today's Business Tasks | Weekly Business Plan | Monthly Goals | Project Tracker | Weekly Review

TOP 3 PRIORITIES

- [ ]
- [ ]
- [ ]

TASK LIST

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

TIME BLOCKS

7
8
9
10
11
12
1
2
3
4
5
6

CALLS AND EMAILS TO SEND

MONEY IN AND OUT

Income _____ Expenses _____ Invoices to send _____

NOTES

DONE TODAY, AND WHAT MOVES TO TOMORROW

Weekly Business Plan

Week of _____

Today's Business Tasks | Weekly Business Plan | Monthly Goals | Project Tracker | Weekly Review

TOP 3 FOR THIS WEEK

- [ ]
- [ ]
- [ ]

DAY BY DAY

Day	Main task	Calls and emails	Done

MONEY THIS WEEK

Income _____ Expenses _____ Invoices out _____

NOTES

Monthly Goals

Month _____

TOP 3 GOALS THIS MONTH

- [ ]
- [ ]
- [ ]

MONTH AT A GLANCE

Mon	Tue	Wed	Thu	Fri	Sat	Sun

MONEY THIS MONTH

Income goal _____ Actual _____ Open invoices _____

NOTES

Project Tracker

Month _____

Today's Business Tasks | Weekly Business Plan | Monthly Goals | Project Tracker | Weekly Review

ACTIVE CLIENTS AND PROJECTS

Client	Project	Next step	Due	Status	Paid

WAITING ON OTHERS

NOTES

Project Detail

Client _____

PROJECT BASICS

Project _____ Start _____ Due _____

MONEY

Quote _____ Deposit _____ Balance due _____

STEPS TO FINISH

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

CONTACT NOTES

WHAT WENT WELL, FOR NEXT TIME

Weekly Review

Week of _____

Today's Business Tasks | Weekly Business Plan | Monthly Goals | Project Tracker | Weekly Review

WINS THIS WEEK

WHAT DIDN'T GET DONE, AND WHY

MONEY THIS WEEK

Income _____ Expenses _____ Open invoices _____

CUSTOMERS OR LEADS TO FOLLOW UP

ONE THING TO STOP

ONE THING TO START

TOP 3 FOR NEXT WEEK

- [ ]
- [ ]
- [ ]

Rate the week from 1 to 10: _____