

1. **PURPOSE**

The main purpose of this daily action planner is to come up with a systematic, organized, and structured schedule for the day. This planner shall contain important sections which will set the designated individual’s day, his/her plans, daily deliverables, needed resources, relevant dates, and many more.

1. **GOALS OF THE ACTION PLAN**

The goals and objectives of this action plan are as follows:

1. To ensure that work-related tasks are completed on time and deadlines are not missed
2. To ensure that relevant dates are recorded, especially when it comes to work meetings, family events, and other relevant occasions
3. To prevent yourself from being stressed out and burned-out at the end of the day
4. To help create balance between work and social life
5. To ensure that your career goals are in order
6. [SPECIFY OTHER GOALS AND OBJECTIVES]
7. **YOUR DETAILS**

This section shall provide your personal and work details.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Age** |  |
| **Birthdate** |  |
| **Birthplace** |  |
| **Job Position** |  |
| **Employer** |  |
| **Work Address** |  |
| **Job Functions** |  |

1. **ACTION PLAN**

For this action plan, the daily tasks and deliverables are categorized. The categories are as follow:

1. Social Life
2. Career/Work
3. Family
4. [SPECIFY OTHER CATEGORIES]

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| --- | --- | --- | --- | --- | --- |
| **ACTION PLAN** | | | | | |
| **Objectives** | **Category** | **Daily Tasks** | **Resources** | **Status** | **Notes** |
| To ensure that work-related tasks are completed on time and deadlines are not missed  To ensure that relevant dates are recorded especially when it comes to work meetings, family events, and other relevant occasions  To prevent yourself from being stressed out and burned-out at the end of the day  To help create balance between work and your social life  To ensure that your career goals are in order  [SPECIFY OTHER GOALS AND OBJECTIVES] | Career/Work  Social Life  Family | Client Meetings  Report Submissions  Training  Dinner with Friends  Family Gathering  Husband’s advance birthday celebration  [SPECIFY OTHER TASKS AND RESPONSIBILITIES] | Resources A  Resources B  Resources C  Resources D | ☐ Completed  ☐ In Progress  ☐ Completed  ☐ In Progress  ☐ Completed  ☐ In Progress  ☐ Completed  ☐ In Progress |  |
|  |  |  |  |  |  |

1. **DAILY REMINDERS**

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| **DAILY REMINDERS** |
| [SPECIFY DAILY REMINDER] |