THE 1-3-5 RULE · DAILY PLANNER

Today: 1 big, 3 medium, 5 small

Date _____

Fill it in the evening before. Do the big task first, while your energy is highest. Anything that does not fit goes in the box at the bottom, not on today.

1 BIG TASK

2–3 hours · the one that matters most

- [ ]

First step:

Done means:

3 MEDIUM TASKS

30–60 minutes each

- [ ]
- [ ]
- [ ]

5 SMALL TASKS

5–15 minutes each

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

NOT TODAY (PARKED)

TOMORROW'S BIG TASK