MINDtheGAP

Why use this worksheet?

Every day we have more tasks than time.

Trying to do everything at once often leads to stress, distraction and unfinished work.

This planner helps you identify your priorities, focus on what matters most and organise your work in a realistic way.

Remember, good planning is not about doing more. It is about doing the right things at the right time.

My Tasks

Write down everything you need to do today or this week.

Task	Deadline	Notes

Choosing My Priorities

From the list above, identify your three most important tasks.

Priority 1

Why is it important?

Priority 2

Why is it important?

Priority 3

Why is it important?

My First Step

What is the very first action I can take today?

Approximately how long will it take?

☐ Less than 15 minutes

☐ 15–30 minutes

☐ 30–60 minutes

☐ More than one hour

Possible Obstacles

What could prevent me from completing my priorities?

How can I prepare for these challenges?

End-of-Day Reflection

Which priorities did I complete?

☐ Priority 1

☐ Priority 2

☐ Priority 3

What helped me stay focused?

What distracted me?

What will I improve tomorrow?

My Personal Reflection

Complete the sentence:

Today I made progress because I...