

DAILY PLANNER

Creating and regularly maintaining a daily planner helps you not only organise your tasks but also be as efficient and productive as possible. The following daily planner is a comprehensive one that is ideal for a writer. It covers all aspects of a writer's schedule right from targets to self-care. You can also adapt and modify this according to your needs.

DAILY TASK MANAGER

Date: __/__/____

Goals for Today

1. _____
2. _____
3. _____

Writing Tasks

Word Count Goal: _____

Project(s) to Work on Today:

- _____
- _____

Research and Inspiration

Topic(s) for Research

- _____
- _____

Sources for Inspiration

- _____
- _____

Editing and Revisions

Pages/Chapters to Review

- _____
- _____

Marketing and Promotion

Social Media Engagement

- _____
- _____

Marketing Strategies

- _____
- _____

Self-Care

Breaks and Rest

- _____
- _____

Healthy Habits

- _____
- _____

Notes and Ideas

- _____
- _____

Reflection

Achievements and Milestones

- _____
- _____

Lessons Learned

- _____
- _____

RATE YOUR PERFORMANCE FOR TODAY

