

MORROWFERN

Focus Planner

An undated, printable planner for people who think in short bursts: one priority at a time, time blocks, a brain dump, and a gentle weekly reset.

Undated · start any day · hyperlinked tabs · US Letter & A4

How to use it

Five minutes to start. No dates printed, so it never goes to waste.

Every morning (3 minutes)

Open a **Day** page. Write the **one thing** that would make today a win, then up to three supporting tasks. Block time for the one thing first; the time column runs from 6 am to 10 pm in half hours.

When your head is full

Empty it onto a **Brain dump** page. Later, circle what matters and move it to a week or a day; cross out the rest.

Every week (10 minutes)

On a **Week** page pick three outcomes, then spread them across the days. On Friday or Sunday fill in a **Review**: what worked, what didn't, one change.

Every month

Write the dates into a **Month** calendar, pick the month's top three on its **Month focus** page and track up to 8 habits.

Printing

Print the whole planner, or only the pages you need (Day pages are designed to be printed many times). Print at 100% / Actual size on the matching paper (Letter or A4). On a tablet, the tabs at the top of every page are clickable links.

Licence

Personal use: print as many copies as you like for yourself. Please don't share or resell the file. Questions: cybermax.tools@gmail.com

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Months

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Year goals

Three to five goals. Make each one measurable and give it a first step.

Goal 1

First step · by when · how I'll know

Goal 2

First step · by when · how I'll know

Goal 3

First step · by when · how I'll know

Goal 4

First step · by when · how I'll know

Goal 5

First step · by when · how I'll know

Month 1

20

Write in the dates, appointments and deadlines. [Month 1 focus →](#)

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Month 1 focus

Three outcomes that would make this month a good one.

1.

2.

3.

Habit grid

[illegible]

Notes

Week 1 of _____

This week's three outcomes

☐

☐

☐

Monday

☐

☐

☐

Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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☐

Waiting on / errands

☐

☐

☐

Weekly review 1

Ten minutes, honest and kind.

What went well, and why?

What got in the way?

One change for next week

Wins to remember

Next week's three outcomes

☐

☐

☐

Thanks to / grateful for
