

WORK-LIFE DAILY PLANNER

Complete a day before bed, or right after it.

WORK

LIFE

Break down to sub tasks!

Email Steve

Skype boss

Prepare presentation slides

~~Present to project team tomorrow~~

Only include tasks for the day!

Exercise Sports, gym, yoga etc.

Dinner with Lily

Rewatch "Forrest Gump" Spend time with friends and family.

Attend dance classes Unplug! NO PHONES!

Clean my room Jogging, photography, woodworking. Remember the things you do for fun!

House chores! Keep your house clean.

GRADE YOUR DAY:



ROOM FOR MORE

JUST NICE!

OVERWHELMED

Packed day? Know your limit before accepting or rejecting more work!

WARNING SIGNS



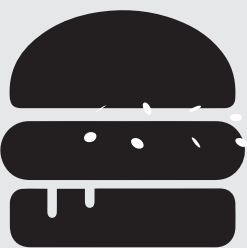
FREQUENT OVERTIME WORK



DITCHING PLANS



LACK/RESISTING SLEEP



SKIPPING/LATE MEALS

BONUS



MAKE FUTURE VACATION PLANS

Holidays and weekends are for cloud workers too! Complete your bucket list!