FREE PDF

AI Daily Planning and Review Templates

Ready-to-use AI prompts and fill-in templates for morning planning, choosing priorities and evening reviews.

18	6	18
AI prompts	fill-in templates	A4 pages

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Morning Planning Prompts
Three prompts and a template to start the day with a clear plan

Priority Selection Frameworks
Simple ways to decide what deserves your attention first

Mid-Day Check-In Prompts
Short pauses that keep the afternoon on track

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Close the day with clarity and carry one lesson forward

Weekly Reflection Template
A short weekly look back that feeds next week's plan

Two-week start plan
A simple sequence for putting the system into practice

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Who this is for

Professionals, freelancers, students and anyone who wants calmer, more intentional days. It is especially useful if you plan inconsistently or finish the day without a clear sense of closure.

How to use it

Start small
Begin with only the morning plan and the evening review. Keep each one under ten minutes.

Swap the [BRACKETS]
Text in capitals inside square brackets is a placeholder. Replace it with your own details.

Keep what helps
After one week, drop anything that feels forced. A short habit you keep beats a long one you skip.

Please note: results vary by tool version and settings, so review AI output before relying on it.

Three Prompts for a Calm Morning Plan

Paste your rough task list into an AI chat tool, then use one of these prompts to turn it into a realistic plan.

1 Realistic day plan

Use it when: You have a rough list and limited hours.

PROMPT

> Here are my tasks for today: [PASTE TASKS]. I have [N] hours available and my fixed commitments are [MEETINGS]. Suggest a realistic order for the day, flag anything that will not fit, and keep the plan to one screen.

MY VERSION

2 Brain dump sorter

Use it when: Your head is full and nothing is organized.

PROMPT

> Sort the unorganized notes below into three groups: must happen today, can wait this week, and not important. Keep my original wording and ask me if any item is unclear.
>
> [PASTE BRAIN DUMP]

MY VERSION

3 First-hour focus

Use it when: You tend to start the day with small distractions.

PROMPT

> Based on today's tasks [LIST], suggest the single best task to begin with and a simple first step I can finish in 20 minutes. Explain your choice in two sentences.

MY VERSION

Tip: Always review the AI's plan against your real calendar before you accept it.

A Ten-Minute Morning Routine

A short, repeatable routine works better than an elaborate one. This sequence takes about ten minutes and needs only a notes app or a sheet of paper.

1. **Look at the calendar**
   Check fixed commitments first, so you know how many free hours are actually available today.

2. **List everything on your mind**
   Write every task and worry in one list without sorting. The goal is to get it out of your head.

3. **Choose three priorities**
   Pick the three outcomes that would make today feel successful. More than three usually means none gets finished.

4. **Ask AI to stress-test the plan**
   Paste your list and ask where the plan is unrealistic, then adjust it yourself.

5. **Write a start line**
   Note the exact first action you will take, so there is no hesitation at the start.

PROMPT 4 · PLAN CHECK

> Here is my plan for today: [PLAN]. My working hours are [HOURS]. Point out where it is unrealistic, what I may be forgetting, and what could be postponed without harm.

Tip: Do the routine at the same time each day so it becomes automatic.

NOTES

Morning Plan Template

Fill this in each morning, by hand or on a screen. Keep answers short; one line is enough.

DATE AND ENERGY LEVEL e.g. high, medium, low

FIXED COMMITMENTS TODAY

TOP PRIORITY 1

TOP PRIORITY 2

TOP PRIORITY 3

THINGS I WILL NOT DO TODAY

FIRST ACTION the very first step I will take

ONE THING I WANT TO BE MINDFUL OF

Choosing Your Top Three

When everything feels important, a short set of questions makes the choice easier. Use these questions on any task list.

1. **Ask what has a real deadline**
   Tasks with a hard date and a real consequence come first. Soft deadlines can often move.

2. **Ask what moves a bigger goal**
   Choose at least one task that advances something you care about beyond today.

3. **Ask what only you can do**
   Tasks that depend on you alone are more valuable to protect than those someone else could handle.

4. **Ask what is blocking others**
   Unblocking a colleague or client often gives the best return for the least effort.

5. **Cut or delay the rest**
   Anything left over moves to tomorrow or to a clearly named later date.

PROMPT 5 · TOP THREE PICKER

> Here is my task list: [TASKS]. Use these criteria: real deadlines, link to my goal of [GOAL], and tasks only I can do. Recommend my top three for today and explain each choice in one sentence.

Tip: If the AI's choice surprises you, treat that as a prompt to think, not an instruction.

NOTES

Task Scoring Table

List up to twelve tasks. Score impact and effort from 1 (low) to 5 (high). Tasks with high impact and low effort usually go first.

No.	Task	Impact	Effort	Deadline	Do today?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Three Prompts for Choosing Priorities

Use these when your list is long and the right order is unclear.

6 Impact versus effort

Use it when: You need a quick ranking.

PROMPT

> Rank the tasks below from highest to lowest value for effort. Give each a score from 1 to 5 for impact and for effort, and show the result as a table.
>
> [PASTE TASKS]

MY VERSION

7 Say no politely

Use it when: You are asked to take on something extra.

PROMPT

> I am asked to take on [REQUEST] but my priorities this week are [PRIORITIES]. Draft a short, polite reply that declines or proposes a later date and keeps the relationship good.

MY VERSION

8 Deadline reality check

Use it when: You are unsure what really has to be done now.

PROMPT

> For each item below, tell me which questions to ask to find out whether the deadline is real, flexible or self-imposed.
>
> [PASTE ITEMS]

MY VERSION

Three Check-In Prompts

A check-in takes two minutes. Use one at lunchtime or whenever the day starts to drift.

9 Progress snapshot

Use it when: You want to know where you stand.

PROMPT

> This was my morning plan: [PLAN]. This is what I actually did: [DONE]. Summarize my progress in three lines and suggest what to adjust for the afternoon.

MY VERSION

10 Re-plan the afternoon

Use it when: The morning did not go as expected.

PROMPT

> I have [N] hours left today. Remaining tasks: [LIST]. Build a realistic afternoon plan with one short break and tell me what to drop first if time runs out.

MY VERSION

11 Energy match

Use it when: Your focus is low and you need the right task.

PROMPT

> My energy is [LOW/MEDIUM/HIGH] and my remaining tasks are [LIST]. Match each task to the best energy level and suggest an order.

MY VERSION

Tip: Answer honestly about your energy. The plan is only as good as the information you give.

Mid-Day Check-In Card

Take two minutes at midday. Short answers are fine.

WHAT GOT DONE THIS MORNING

WHAT DID NOT, AND WHY

WHAT MATTERS MOST THIS AFTERNOON

WHAT I CAN POSTPONE OR DROP

WHAT I NEED FROM SOMEONE ELSE

MY ENERGY RIGHT NOW 1 to 5, and one word describing it

Resetting an Off-Track Afternoon

Every day goes off plan sometimes. A reset is simply a short pause and a smaller plan, not a reason to give up on the day.

1. **Pause for one minute**
   Stand up, breathe and look away from your screen. Notice what pulled you off course without judging it.

2. **Shrink the plan**
   Choose one task that would still make the day worthwhile and ignore the rest for now.

3. **Set a short sprint**
   Work on that single task for 25 minutes, with notifications off.

4. **Record the cause**
   Write one line about what derailed you, so you can adjust tomorrow's plan.

PROMPT 12 · AFTERNOON RESET

> My day went off plan because of [REASON]. I have [N] hours left. Help me choose one meaningful task, outline a 25-minute first step and suggest how to handle the same interruption tomorrow.

Tip: A smaller plan you finish is better than a perfect plan you abandon.

NOTES

Three Evening Review Prompts

Spend five to ten minutes at the end of the day. These prompts help you close loops and learn something useful.

13 Wins and gaps

Use it when: You want a balanced view of the day.

PROMPT

> Here are my notes on today: [NOTES]. List three things that went well, two things that did not, and one change I could try tomorrow.

MY VERSION

14 Close open loops

Use it when: Unfinished items are on your mind.

PROMPT

> From the unfinished items below, tell me which to schedule, which to delegate and which to delete. Suggest a specific day for each scheduled item.
>
> [PASTE ITEMS]

MY VERSION

15 Tomorrow's setup

Use it when: You want a smooth start tomorrow.

PROMPT

> Using today's review and my calendar for tomorrow [CALENDAR], suggest my top three priorities and one thing to prepare tonight.

MY VERSION

Evening Review Template

Complete this before you finish work. Be honest and brief; the aim is learning, not self-criticism.

THREE THINGS THAT WENT WELL

WHAT I FINISHED

WHAT I DID NOT FINISH, AND WHAT HAPPENS TO IT

WHAT DRAINED OR DISTRACTED ME

ONE THING I LEARNED TODAY

FIRST PRIORITY FOR TOMORROW

SOMETHING I AM GRATEFUL FOR

Example of a Short Evening Review

This fictional example shows how brief a useful review can be, and how it connects to the morning plan. Yours can look completely different.

MORNING PLAN (FOR REFERENCE)
Priorities: finish the client summary, reply to two urgent emails, outline the next project. Not doing today: reorganizing files.

MID-DAY CHECK-IN
Summary done. Emails not started. Energy medium. Decision: batch emails at 3 pm and protect one hour for the outline.

WENT WELL
Finished the client summary early. Had a focused hour before lunch with notifications off. The batched email session took only twenty minutes.

DID NOT GO WELL
Spent forty minutes browsing news after lunch. Skipped part of the outline because a call ran long.

OPEN LOOPS
Invoice follow-up moves to Thursday morning. The website idea goes into the ideas list. The outline gets the first slot tomorrow.

LESSON
Early focus time works best for me. Calls placed right after lunch tend to run over, so I will move them later.

TOMORROW'S FIRST PRIORITY
Draft the project outline before opening email or joining any calls.

YOUR REVIEW

Weekly Reflection Template

Set aside twenty to thirty minutes at the end of the week. Work through the boxes in order.

WEEK OF

BIGGEST WIN

SECOND WIN

WHAT I PLANNED BUT DID NOT DO

WHAT GOT IN THE WAY

TIME WELL SPENT

TIME POORLY SPENT

SOMETHING I LEARNED

ONE HABIT TO KEEP

ONE HABIT TO CHANGE

TOP THREE PRIORITIES NEXT WEEK

WHAT I WILL SAY NO TO

Three Weekly Reflection Prompts

Paste your notes from the week into your AI tool, then use a prompt below.

16 Pattern finder

Use it when: You want to spot repeated problems.

PROMPT

> Here are my daily review notes from this week: [NOTES]. Identify up to three patterns, such as repeated distractions or tasks that keep slipping, and suggest one small experiment for each.

MY VERSION

17 Next week draft

Use it when: You want a starting point for the coming week.

PROMPT

> Using this week's reflection [PASTE] and my commitments next week [LIST], draft a simple plan with three priorities per day at most. Highlight any overloaded day.

MY VERSION

18 Honest summary

Use it when: You want a short, fair recap.

PROMPT

> Write a five-sentence summary of my week from the notes below. Be balanced: acknowledge progress, name one real problem and avoid exaggerating either.
>
> [PASTE NOTES]

MY VERSION

Weekly Reset Checklist

Tick these off during your weekly review. Adjust the list to fit your own routine.

Look back

- [ ] Review the daily notes
- [ ] Check the calendar for the past week
- [ ] Note any unfinished promises
- [ ] Record the week's wins

Clean up

- [ ] Empty your inbox or process it
- [ ] Clear loose notes and files
- [ ] Update your task list
- [ ] Archive finished work

Look ahead

- [ ] Check next week's calendar
- [ ] Choose the top three priorities
- [ ] Book time for the most important task
- [ ] Prepare anything needed for Monday

Maintain

- [ ] Back up important files
- [ ] Pay or schedule bills and invoices
- [ ] Plan one rest activity
- [ ] Decide what to stop doing

Your two-week start plan

Keep it light. Add one piece at a time and judge it by whether it makes your days calmer, not by how complete the system looks.

Days 1–2

Try the morning plan only

Use the morning plan template and one prompt. Spend no more than ten minutes.

Days 3–4

Add the evening review

Finish each day with the short review. Note one lesson and tomorrow's first priority.

Days 5–7

Try a mid-day check-in

Use the check-in card once a day. Keep it to two minutes.

Day 8

Do your first weekly reflection

Complete the weekly template and the reset checklist.

Days 9–12

Adjust the prompts

Edit each prompt so it uses your own words, tools and priorities.

Days 13–14

Keep, trim or drop

Keep what helps, remove what feels forced, and save your best prompts in one document.

Sustainable habits beat complicated systems. If a step feels forced after a week, simplify it. Results vary by tool version and settings.