

# Daily Work Planning Log

Today's Date: \_\_\_\_\_

I have \_\_\_\_\_ hours to get everything done today.

I have from \_\_\_\_\_ PM to \_\_\_\_\_ PM and then I need to go to bed.

## School Work I Have To Do

It should take me this long

Completed? Yes/No

It actually took me this long

- |          |       |       |       |
|----------|-------|-------|-------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |

## Chores/Home Responsibilities I Have To Do

It should take me this long

Completed? Yes/No

It actually took me this long

- |          |       |       |       |
|----------|-------|-------|-------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

## Things I Want To Do

For this long

Got To Do It? Yes/No

How long I actually did this?

- |          |       |       |       |
|----------|-------|-------|-------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |

## Reflection Questions

- |   |       |    |                                |
|---|-------|----|--------------------------------|
| 1. Did I get all of my "Have To Do's" done today?       | Yes   | No | Explain why not: _____         |
| 2. Did I estimate correctly on my "Have To Do's" today? | Yes   | No | Explain where I did not: _____ |
| 3. Was I able to do any of my "Want To Do's" today?     | Yes   | No | Explain why not: _____         |
| 4. Did I use a clock/alarm to help me stay on task?     | Yes   | No | Explain how it helped: _____   |
| 5. What can I do differently for tomorrow?              | _____ |    |                                |