

Plan Today in 10 Minutes

Give the next ten minutes to planning

Use paper and a pen; no app or account is needed. Ten minutes is time to make a plan, not a promise to finish the tasks. Take longer if a decision needs it.

A short planning sequence

- Minutes 0-2: check fixed commitments and the time left around them.
- Minutes 2-4: allow for routines, breaks, and interruptions.
- Minutes 4-7: choose one finishable priority, then add up to two if they fit. Estimate each, including setup and checking.
- Minutes 7-9: write each first action and choose a realistic first start.
- Minute 9-10: give deferred work a destination and keep today's plan visible.

A filled example

After fixed commitments, routines, breaks, and this planning session, 120 minutes remain.

- Draft the report opening and headings: 40 minutes.
- Review Lina's two-page draft: 30 minutes.
- Send the completed reimbursement claim: 20 minutes.

The tasks total 90 minutes, leaving 30 minutes for interruptions. Start the report at 10:00 by opening the notes.

Deliberately deferred: organise old project files. Keep it on the later list and reconsider it on Friday.

One or two priorities can be a complete plan. Leave space when the day needs it.

Find the time you can actually use

Start with the windows left after fixed commitments. Do not subtract those commitments again. From those windows, allow for routines, breaks, planning time, and interruptions only where you have not already allowed for them.

Subtract those allowances once to find your task budget. Keep the buffer available. Also consider attention: a scattered half-hour may suit a short reply better than a difficult draft.

Open windows

Today's date / windows left after fixed commitments / total available minutes

Allowances still needed

Routines, breaks, or planning not already allowed for: minutes / interruption buffer: minutes / total allowances

Task budget

Available minutes minus allowances = task minutes / which window suits my most demanding task?

Choose up to three priorities

Name a finishable outcome in each Priority cell. Choose the most important one first; leave unused rows blank. Estimate the whole action, including preparation and checking. Add the estimates and compare them with your task budget. Shrink or defer work until it fits.

Priority	Minutes	First action
1.		
2.		
3.		

Total estimated minutes / task budget / any change needed to make the plan fit

My first priority / realistic start time or cue / what I will have ready

Work I am deferring / where I will keep it / when I will reconsider it

Close today with a clear next step

Mark only finished work complete. For unfinished work, decide whether to reduce it, resolve a blocker, choose a realistic later day, or remove it because it no longer matters. Check tomorrow's capacity before moving work there.

A plan date is a chosen workday. A due date is a real deadline; moving the plan does not move that deadline. If it cannot be met, decide what needs renegotiating and with whom.

What got done

Completed outcomes / useful partial progress to keep

One unfinished task

Task / next action or decision / chosen workday or review date / real deadline, if any

One adjustment for tomorrow

What affected today's plan / one adjustment / tomorrow's first priority, if it fits

Use the plan where you will see it

Keep today's worksheet within reach. Reuse the capacity check and priority table whenever the shape of your day changes. When an urgent task arrives, decide what leaves or becomes smaller before adding it.

Optional Dayprints walkthrough

If you already have access to Dayprints, transfer only the tasks you chose.

1. Use + on mobile or Add task on a wide screen. Give each task an actionable title with a visible finish.
2. Set Plan to the chosen workday. Use Due only for a real deadline, and Estimate for the task's expected minutes.
3. Add a Schedule time if a planned start helps. Keep the first action in Notes if it is not clear from the title.
4. On Today, open your first task's Task actions and choose Up next to make your next choice explicit.

Use High priority selectively. Your paper Top 3 records your choices; see the help guide for how Dayprints orders tasks.

Read more when it helps

Add and prioritise tasks

<https://dayprints.app/learn/add-and-prioritise-tasks>

Choose Your Top 3 Tasks

<https://dayprints.app/blog/choose-your-top-3-tasks>

Print and reuse

Print single-sided at actual size. Choose Fit if edges clip. Reprint pages 2-4 for another day, or copy them into a notebook.