Daily planner in time blocks

Fill it in the night before, in pencil. Name each block by its theme, keep about a third of the day as buffer or recovery, and when a block blows up, write where it went in the second column instead of crossing it out.

Date _____ Today's one deep-work task _____ Energy, 1 to 3: am ___ mid ___ pm ___

D Deep work · **A** Admin · **M** Meetings, calls · **E** Errands, life · **R** Recovery · **B** Buffer, leave it empty

Time	THE PLAN (theme letter, then what)	What happened / moved to
7 am		
:30		
8 am		
:30		
9 am		
:30		
10 am		
:30		
11 am		
:30		
12 pm		
:30		
1 pm		
:30		
2 pm		
:30		
3 pm		
:30		
4 pm		
:30		
5 pm		
:30		
6 pm		
:30		
7 pm		
:30		
8 pm		
:30		
9 pm		

Low battery

For the slump

Easy tasks that still count.

Interrupted?

Next move

Before you switch, write the next physical action.

Evening reset

5 minutes

- [ ] Look at what actually happened. Data, not a verdict.
- [ ] Move anything unfinished to a new slot.
- [ ] Pick tomorrow's one deep-work task.
- [ ] Dump stray thoughts onto your list.

Tally

Buffer + recovery

_____ h out of _____ h planned

Under a third? Cut a block.

Measure your time multiplier

Use this for one week. Before a task, write your guess in minutes. After, write what it really took. Planning from how long tasks like this usually take you, instead of how long this one feels like it should take, is the outside view from planning fallacy research.

Estimate log

Guess, then measure

minutes, one task per line

Day	Task	Guess	Actual	Actual ÷ guess

My multiplier (average of the last column): _____ Until you have a week of numbers, use 1.5.

Day off

The lighter version

one anchor, the rest rough

One anchor task _____ **At (time)** _____ **Where** _____

Morning	Afternoon	Evening

First move, set up tonight (the laundry basket goes by the door): _____

Fun gets rough slots.
"Afternoon: bookstore" instead of "2:00 to 3:30". Exact times can make fun feel like work.

Something fixed late?
Do the anchor early, so the whole afternoon doesn't turn into a waiting room.

Mostly blank is the point.
Workdays get about 30% buffer. A day off can run 70% or more.