



HOW TO USE YOUR

BOSS AF DAILY SUCCESS PLANNER

To create a “Boss Life” life, you have to create “Boss Days”, which are simply days that are full of “Boss Moments”. That being said, I’ve put together a “BOSS AF Daily Success Planner” designed to help you intentionally and constantly create these powerful moments to continuously move you towards your goals. Review this quick guide to help you get the most out of your planner.

Circle or Underline the day-of-the-week. This will help give you a better visual of the day and allow for quicker reference.

Enter the date you want to get these things done. It is best to complete your daily planner the night before to begin each day with more purpose and direction.

Here is where you will list your top (3) priorities for the day. These should be your “high-value” tasks that you intend to get done no matter what.

List (6) important tasks that you want to get done. These can be phone calls, chores, paperwork, shopping, reading, writing, recording, paying bills, or any activity that you would consider “productive”.

In this section, list all of your appointments, meetings, or events that are scheduled for that day. This can also include classes, practices, family time, date night, or self-care.

DATE: _____ **SUN MON TUES WED THU FRI SAT**

TOP PRIORITIES

TO DO

APPOINTMENTS

I AM GRATEFUL FOR...

HEALTH & FITNESS

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NOTES

REFLECTION

I believe today was a **WIN** **LOSS**

Why?: _____

www.lifeofaboss.net



No matter how you plan your day, taking time to reflect on the things you're grateful for is essential to living a life of success. By identifying the things you appreciate, you'll gain a better understanding of the resources you have at your disposal and avoid taking them for granted. You can express gratitude for the people in your life, the skills and talents you possess, your opportunities, etc.

Here, write down something you plan to do or did that day to improve your health. This may include any workouts, walks, runs, or physical activity. This can also include things such as no smoking, no alcohol, no meat, no sweets, etc. This is also where you can make sure you're hydrating enough by consuming at least (8) glasses or bottles of water.

At the end of each day, make time to reflect on what you did or didn't accomplish. Identify whether you believe that day was a “WIN” or “LOSS” for you and why. Use this section to consider what you did well, what you could've done better, and what you should focus on tomorrow.

Use this section to write down any ideas, contact information, or suggestions that may be helpful or important in some way.

FACTS: A daily planner is an essential tool for organizing and managing your daily tasks and activities. It helps you prioritize your tasks and stay focused on your goals, making you more productive and efficient. It also helps you manage your time effectively, allowing you to balance your work and personal life, and reducing stress and anxiety. By using a daily planner, you can track your progress, stay on top of deadlines, and make sure you are making progress towards your long-term goals. Overall, a daily planner is a powerful tool that can help you achieve success in both your personal and professional life.





BOSSAT DAILY SUCCESS PLANNER

DATE: _____

SUN

MON

TUES

WED

THU

FRI

SAT

TOP PRIORITIES

- _____
- _____
- _____

TO DO

- _____
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- _____
- _____
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