



# Printable Daily Business Meeting Agenda Template

Plan your day with intention

17 Date: -----

Day: -----

Mood: ○ ○ ○ ○ ○

## Top 3 Priorities

- 1. ....
- 2. ....
- 3. ....



## To-Do List

- .....
- .....
- .....
- .....
- .....
- .....
- .....



## Energy Level

Morning      Afternoon      Evening

○ ○ ○ ○ ○    ○ ○ ○ ○ ○    ○ ○ ○ ○ ○

## Time Blocks

- 7 AM
- 8 AM
- 9 AM
- 10 AM
- 11 AM
- 12 PM
- 1 PM
- 2 PM
- 3 PM
- 4 PM
- 5 PM
- 6 PM
- 7 PM
- 8 PM
- 9 PM

## Today's Wins

## Gratitude / Reflection

*"Make today ridiculously amazing."*

