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# My working from home daily planner

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For a  
productive,  
happier work  
day!



**YOU CAN  
DO IT!**

**DO IT  
FOR YOUR  
SELF**

**KNOW YOUR  
WORTH**

**"Power's not given to you.  
You have to take it."  
Beyonce**

**"It's not your job to like  
me, it's mine."  
Byron Katie**

**DON'T  
QUIT**

**"Work-life balance is not just a  
buzzy, self-help term that real  
business people laugh at. You  
need it.**

**STAY  
STRONG &  
POWER ON**

**Stephanie Ruhle**

**"The most effective way  
to do it, is to do it."  
Ameilia Earhart**

**"Find out what you like doing  
best and get someone to pay you  
for it"  
Katherine Whitehorn**

**IF NOT,  
NOW  
WHEN?**

**"Don't compromise yourself.  
You are all you've got. There is  
no yesterday, no tomorrow. It's  
all the same day."  
Janis Joplin**

**KEEP  
ON GOING**

**"Don't be intimidated by what you  
don't know. That can be your  
greatest strength and ensure that  
you do things differently from  
everyone else."  
Sara Blakely**

**"Even a stopped clock is  
right twice every day.  
After some years, it can  
boast of a long series of  
successes."  
Marie Uon Ebnew-  
Eschenbach**

**YOU!  
CAN!**

**BELIEVE IN  
YOURSELF**

**SEIZE  
THE  
DAY**

# LET'S GET THINGS DONE TODAY!



## MEAL PLAN

BREAKFAST

LUNCH

DINNER

## TO ACHIEVE TODAY

TIPS:

- Don't neglect personal goals, like going for a walk or feeling happy at the end of the day
- Check your tasks are achievable - it'll make you feel better knowing you can do it!
- Break big tasks up into small chunks - crossing things off frequently makes you feel more productive!
- Less is more - huge to-do lists can be overwhelming!

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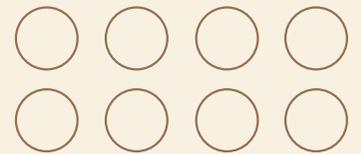
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## GLASSES OF WATER DRANK



## WORDS TO LIVE BY

## AM GOALS

## PM GOALS

YOU CAN!

## END OF DAY RATING

How do you feel about yourself, your work and productivity level today?

Circle the answer that best describes you



Today wasn't great...but tomorrow will be better!



Today was a little tough but I made it through!



I did okay today and I'm super proud of myself!



I absolutely smashed it today and feel amazing! Roll on tomorrow!

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