

DAILY GOALS

Tracker

BY

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Writing

Writing out my Daily Goals is something I like to do every day because it helps me stay organized. One of the main benefits of writing down your Daily Goals is that it can help you mentally declutter the laundry list of things that are running through your mind, which can help decrease your anxiety. Seeing the big picture of what you need to do also helps you become more strategic in what you should work on first.

This *Daily Goals Tracker* is created to help you stay organized whether it's related to your job or even errands you aim to accomplish for the day. One important piece of advice that I want to note is that **you don't need to feel guilty, if you don't get around to completing everything on your list.** At the end of the day, all we can do is try our best to get things done, but we need to take care of ourselves too. I created the *Daily Goals Tracker* with all these thoughts in mind.

HOW TO USE:

1. Decide whether you want to print or use the *Daily Goals Tracker* digitally.
 - a. **Option 1:** Print your *Daily Goals Tracker* if you're like me and enjoy the satisfaction of checking things off your list the old-school way with a pen and paper!
 - b. **Option 2:** Use the PDF to type your daily goals and mark them as 'complete' with a digital checkmark!
2. Write down the list of things on your mind that you need to do.
 - a. Once you write your list, identify your *Top 3 Priorities* for the day and write them at the top in the marked section.
 - b. NOTE: Even though these are your *Top 3 Priorities* for the day, you may not get around to every single one, and that's completely okay!
3. Take time for yourself!
 - a. You're a busy bee, but don't forget to schedule some time for self-care. Write down 3 things you plan to do for yourself that day in the marked *Self-Care Habits* section. You deserve it!
 - b. During the day, take some time to smell the roses (literally too of course), and notice what's happening around you. Write down 3 things that brought you joy in the marked section.



DATE: _____

TOP 3 PRIORITIES



GOALS OF THE DAY



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

BROUGHT ME JOY TODAY

1. _____
2. _____
3. _____



SELF-CARE HABITS

1. _____
2. _____
3. _____



