

# The Daily Planning Mistakes Checklist

(And How to Outsmart Them Without Crying Into Your Coffee)

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01

I leave breathing room between tasks instead of scheduling every second.

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I use a simple daily planning template, not a blank page panic session.

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I plan based on my actual day, not my fantasy new me version.

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I block time for breaks, snacks, walks, and brain reboots.

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I check my plan at least once during the day, not just in the morning.

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I prioritize important goals, not just whatever screams the loudest.

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I use brain dumps separately and keep my daily plan focused.

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08

I review what worked and what flopped at the end of each day.

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09

I give myself grace when tasks roll over, no guilt spiral allowed.

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