

# Whole-Brain Daily Plan-

## Left Brain

This planner is designed to engage both sides of your brain in the process of planning your day. The left half of the page takes advantage of your left brain (linear, disciplined and detail-oriented) by using list-making to manage time and tasks.

Today, Darn It!

TIP: This space is reserved for the most important task you must get done today.

## Important Things To Do Today

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Physical Fitness

TIP: Keep this list out where you will see it.

## Key Calls - Note person, subject and phone number

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TIP: Save old to-do lists for easy reference.

## Right Brain

Use this side of the page to engage your right brain (creative, spontaneous and visual). Feel free to doodle, scribble, free-associate or mind-map your tasks. Don't worry about structure, and make sure to use your intuition. Also, try making a things-to-do list with your non-writing hand. You will usually find this list is vastly different from your left brain list. (It includes more fun stuff.)

## Just For Fun

Something fun,  
relaxing, creative  
or self-indulgent  
you will do  
today.

If you don't draw, try stapling and taping scraps of paper and pictures here (the ransom note)

Compliments of: CreativeLee Speaking  
www.creativelee.com 858-792-5312

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