FREE PRINTABLE · FOR BUSY, OVERWHELMED BRAINS

Plan Tomorrow in 5 Minutes ✦

TOMORROW IS _____

Do this tonight. One small plan beats a long list.

1 Empty your head 2 MIN

Write down everything buzzing around in there. Big, small, random. Messy is fine.

2 Pick ONE must-do 1 MIN

If only this gets done, tomorrow is a win. Circle it in your list, then write it here.

☐

3 Pick up to 2 bonus tasks 30 SEC

Only if there's time. No guilt if not.

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4 Shrink the first step 30 SEC

Make it so small it feels silly. “Open the laptop.” “Put the letter by the door.”

MY TINY FIRST STEP: _____

5 Get it ready tonight 1 MIN

Make tomorrow-you's life easier. Tick what you've done.

☐ Things I need are out and ready

☐ Clothes or bag sorted

☐ Phone charging, alarm set

☐ _____

Tomorrow, start with your tiny step. Done your one thing? That's a good day.

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HOW IT WORKS

Less to decide. Easier to start. ✦

Print page 1 as many times as you like. Keep a few by your bed or on the kitchen table.

Your head gets quieter

Writing everything down means you stop trying to remember it all. It's on paper now, not looping in your mind.

One thing is doable

A long list can freeze you. One must-do gives you a clear target and a real chance of a win.

Starting gets easier

Starting is often the hardest part. A tiny first step gets you moving, and moving makes the next bit easier.

Rules for hard days

1. **One thing is enough.** The bonus tasks are bonus. Really.
2. **Messy counts.** Half-done, done badly, done late: it all still counts.
3. **Didn't get to it?** Put it in tomorrow's brain dump. No guilt, no catching up.
4. **Missed a night?** Just start again tonight. There's no streak to break.
5. **Stuck on the must-do?** Your first step is still too big. Shrink it again.

Shrinking a step: examples

TOO BIG
Sort out my finances
TINY FIRST STEP
Open my banking app and look at this week

TOO BIG
Clean the house
TINY FIRST STEP
Set a 5-minute timer and clear the kitchen table

TOO BIG
Reply to all my emails
TINY FIRST STEP
Reply to the one that's bugging me most

TOO BIG
Start exercising
TINY FIRST STEP
Put my trainers by the front door

Make it stick

- Do it at the same time every night, like after brushing your teeth.
- Set a phone reminder called “5-minute plan” until it becomes a habit.
- Keep a pen with the sheets so there's nothing to hunt for.

More simple tools, ready to use

Free planners, templates and guides at startsimple.studio

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