

The Daily Planning Prompt

The appointment is fixed, a bill is due, and reorganizing the bookshelf can wait. Use your real calendar and deadlines to choose three priorities, then check what the plan moved or dropped.

Three priorities. Real deadlines. One thing that can wait.

The Prompt

Use my calendar and to-do list below to suggest three priorities for today. Explain each choice using the deadlines, consequences and time available that I actually provided. Keep fixed appointments and non-movable tasks in place. Flag scheduling conflicts, missing details and anything that may not fit. Suggest one task that can wait, and explain why. Ask before assuming a deadline or dropping a commitment. Calendar: [paste today's commitments]. To-do list: [paste tasks, deadlines and estimated time].

Use it for: A busy day when you need to decide what deserves attention now.

How to use it

1. Start with today's facts. Add fixed appointments, actual due dates and how long tasks may take.
2. Ask for three priorities. Look at why each task was chosen, not just its place in the list.
3. Check what cannot move. Keep real deadlines and commitments. Challenge any ranking based on an assumption.
4. Choose what can wait. Move a low-urgency task only after checking that it has no deadline or consequence you missed.

The bookshelf can wait

Your appointment is at 3 PM. A bill is due today. "Reorganize bookshelf" has no deadline. Keep the appointment, handle the bill before its cutoff, and let the bookshelf wait. Do not invent a third urgent task just to fill the list; use the rest of your actual tasks to choose it.

Update the day when plans change

Here is what changed today: [add the update]. Recheck the plan against my fixed commitments and deadlines. Tell me what should move, why, and what needs my decision. Do not silently drop a task.

Read and copy the prompt: keybuilds.ai/routine

More free prompts: keybuilds.ai/resources/prompt-starter-pack