WRITE MORE. STRESS LESS.

A practical daily writing planner • Contentus Digital

Use this printable planner to turn a large writing assignment into manageable steps. Adjust the time blocks to your workload and your most productive hours.

1. Today's writing target

Date: _____	Project / client: _____
Deadline: _____	Target word count / deliverable: _____
Main goal for today:	_____
How will I know it is done?	_____

2. Prioritize before you start

TOP PRIORITY — must finish	Important, not urgent	Quick tasks / admin
■ _____	■ _____	■ _____
■ _____	■ _____	■ _____

3. Build your writing day

_____–_____	Plan / outline / review brief	■
_____–_____	Research and verify sources	■
_____–_____	Draft without over-editing	■
_____–_____	Break / lunch / reset	■
_____–_____	Continue draft or complete key section	■
_____–_____	Edit, fact-check, and proofread	■
_____–_____	Email, upload, client updates	■

4. Focus-session tracker

Try 25 minutes of focused work followed by a 5-minute break, or choose a session length that suits you.

Session	Task	Completed
1	_____	■
2	_____	■

3	_____	■
4	_____	■

5. Protect a buffer

Leave at least one open block for unexpected revisions, meetings, or research that takes longer than planned.

Unexpected task / buffer plan: _____

6. End-of-day review

What did I finish?	_____
What needs to move to tomorrow?	_____
What slowed me down?	_____
One improvement for tomorrow:	_____

A SIMPLE SAMPLE WORKFLOW

Example: producing a 1,000-word blog post

1. Read brief and define search intent	15 minutes	Clear angle and reader need
2. Research and verify sources	45 minutes	Notes and source links
3. Create outline	20 minutes	H2s, H3s, and key points
4. Draft	90 minutes	Rough first draft
5. Take a proper break	15 minutes	Reset before editing
6. Edit for structure and clarity	35 minutes	Stronger flow and useful examples
7. Fact-check, proofread, and format	25 minutes	Publication-ready draft
8. SEO and final handoff	15 minutes	Title, meta description, links, upload

Important: This is a flexible example, not a deadline guarantee. Adjust each block for topic complexity, interview needs, review rounds, and your own pace.

Make the plan work for you—not the other way around. • Contentus Digital