DAILY PLANNER

FILLED EXAMPLE • PRINTABLE

Illustrative workday example

Date Sample Tuesday

TOP 3 PRIORITIES

1. Send client proposal by 11:00 AM
2. Review product spec with team
3. Prepare tomorrow's demo

DAILY SCHEDULE

TIME	TASK / ACTIVITY	PRIORITY	STATUS
8:30-9:00	Plan; check fixed meetings	Medium	Complete
9:00-10:30	Draft client proposal	High	Complete
10:30-11:00	Buffer; send proposal by 11:00	High	Complete
11:00-12:00	Review product spec with team	High	Complete
12:00-1:00	Lunch	-	Complete
1:00-2:30	Demo preparation	Medium	In progress
2:30-3:00	Open buffer / urgent requests	-	Open
3:00-4:30	Admin and follow-ups	Low	In progress

DAILY TASK LIST

TASK	DEADLINE	PRIORITY	STATUS
Send client proposal	11:00 AM	High	Complete
Review product spec	12:00 PM	High	Complete
Prepare demo outline	Tomorrow	Medium	Moved to tomorrow
File meeting notes	No fixed time	Low	Complete

QUICK REMINDERS AND NOTES

Proposal due 11:00 AM; demo outline moved to tomorrow.

END OF DAY REFLECTION

Went well:	Proposal sent on time; spec decisions recorded.
Improve tomorrow:	Leave a longer prep block before the demo.
Tomorrow's focus:	Finish demo outline at 9:00 AM.

DAILY HABIT TRACKER

Habit:	Take a walk	**Completed (Yes/No):**	Yes
Habit:	Read 10 minutes	**Completed (Yes/No):**	No