Worked example – a sample day. Write in your own plans.

# Daily calendar

Date: 18 November  Day: Wednesday

**All day / reminders**
Mum's birthday - card posted. Bin day.

| Time | Appointments and plans |
|---|---|
| **7am** | Breakfast and school run |
| **8am** | Drop-off, then bus to work |
| **9am** | Team meeting |
| **10am** | Project work |
| **11am** | Project work |
| **12pm** | Lunch with Jo |
| **1pm** | Client call |
| **2pm** | Emails |
| **3pm** | Dentist |
| **4pm** | Pick up parcel |
| **5pm** | Bus home |
| **6pm** | Dinner |
| **7pm** | Book club at Sam's |
| **8pm** | |

**Notes**
Remember to ask about the rota for next week.

**Worked example – a sample day. Write in your own plans.**

## How to use this template

Print one sheet per day. The date is blank so the same template works all year.

1. **Write the date and day.** Do this by hand at the top.
2. **Add reminders first.** Birthdays, deadlines and anything that applies all day.
3. **Fill in the hours.** Write meetings and plans next to the time they happen.