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

Daily to-do planner

Date: Thursday 19 November

Focus for today
Finish the shop rota and clear the inbox.

To do

- [x] Finish the shop rota
- [x] Clear the inbox
- [x] Order new till rolls
- [ ] Call the accountant's office
- [ ] Post parcels
- [ ] Team meeting agenda
- [ ]
- [ ]
- [ ]
- [ ]

Appointments

Time	What	Where / who
9:30	Supplier delivery	Back door
1:00	Lunch with Jo	Riverside Cafe
4:30	Parents' evening call	Phone

Calls and messages

Who	About	Done
Sam	Rota swap on Saturday	Yes
Landlord	Leaking tap	

Notes and ideas
Look at a second card reader for busy weekends.

Carry over to tomorrow
Call the accountant's office, post parcels.

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

How to use this template

A one-page day sheet for people who prefer a list to a timetable.

1. **Write one focus for the day.** It keeps the rest of the list in proportion.
2. **List everything on your mind.** Then tick items off as you finish them.
3. **Add appointments and calls.** Keep fixed times separate from flexible tasks.
4. **Carry over what is left.** Copy unfinished items onto the next sheet.