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

Daily planner

Date: Wednesday 18 November

Top priority 1	Send the quarterly report
Top priority 2	Book dentist appointment
Top priority 3	Prepare tomorrow's meeting notes

Schedule

Time	Plan
7am	Get ready, school run
8am	Commute - listen to podcast
9am	Report: final check and send
10am	Team catch-up 10:30
11am	Emails and calls
12pm	Lunch walk
1pm	Client call 1pm
2pm	Meeting notes for tomorrow
3pm	Phone dentist before 3
4pm	Tidy desk, plan tomorrow
5pm	Commute home
6pm	Make dinner
7pm and later	Evening: book club at 8

To do

- [x] Send the quarterly report
- [x] Book dentist
- [ ] Order school shoes
- [ ] Return library books
- [ ]
- [ ]

Notes

Pick up parcel from the post office after work.

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

How to use this template

A daily planner works best when you pick a few priorities and give them time in the day.

1. **Choose up to three priorities.** Write them at the top so they come first.
2. **Block out fixed commitments.** Add meetings, school runs and appointments to the schedule.
3. **Fit in the rest.** Slot in your to-do list around the fixed items.
4. **Look back at the end of the day.** Carry anything unfinished onto tomorrow's page.