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

Daily work schedule

Date: Wednesday 18 November 2026

Name Sam Taylor **Working hours** 9:00 - 17:00

Top three priorities today

- [x] Send the November invoices
- [x] Finish the supplier order
- [ ] Prepare Friday's team meeting

Time	Task or meeting	With	Notes
9:00	Check emails and messages		Reply to urgent only
9:30	Send November invoices		Check the list twice
11:00	Supplier order	Pat	Call if no reply by noon
12:30	Lunch		
1:15	Team catch-up	All	Room 2
2:00	Draft Friday's agenda		
4:00	Tidy up and plan tomorrow		