

Daily Planner

Date: _____

Time	Events	Tasks
7:00 a.m.	Start of Day	Morning Routine
8:00 a.m.	Focus	Emails, Social Media, Marketing, Etc.
9:00 a.m.	Planning Meeting	
10:00 a.m.		Consolidate plans into a working timeline
11:00 a.m.	E-mails/phone calls	Respond to emails and phone calls
12:00 n.n.	Lunch Break	Eat lunch, take a short walk, run errands
1:00 p.m.	Focus	Complete items on your list of priorities
2:00 p.m.	Stay Focused	Continue working on list of priorities
3:00 p.m.	Meeting	
4:00 p.m.		
5:00 p.m.	End of Work Day	Travel Safely!

Notes:
