


Daily Plan

Today's Date: _____

7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____
9:30 _____
10:00 _____
10:30 _____
11:00 _____
11:30 _____
12:00 _____
12:30 _____
1:00 _____
1:30 _____
2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____
9:30 _____
10:00 _____

Tips for creating a Daily Plan:

Left side: Draw a vertical line blocking out appts/mtgs.

- Do I have Phone Calls/Emails or Errands today?
- Working Memory = spur-of-the-moment notes.
- When creating the Daily Plan:
 1. Review the Unscheduled Weekly To Do page.
 2. What do I want to do today?
 3. Use time circles. 
 4. Use a ✱ for anything I MUST COMPLETE today.

Takes 5 mins. Do this at the end of the day for tomorrow.

Phone calls/Emails

Errands

Working Memory

3.11.10-TM