**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# Daily Task Planner

*Planning the day on one page: top three priorities, scheduled tasks, and a place for notes and carry-overs.*

### Day details

| | |
|---|---|
| **Employee** | **[Employee name]** |
| **Date** | **[Date]** |
| **Manager** | **[Manager name]** |

## Top three priorities

| Priority | Task | Why it matters |
|---|---|---|
| Priority 1 | | |
| Priority 2 | | |
| Priority 3 | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## Scheduled tasks

| Task | Time | ✓ done |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

## [Company name]

| Task | Time | ✓ done |
| --- | --- | --- |
| | | |
| | | |
| | | |
| | | |

[Company name]

## Meetings and calls

| Meeting / call | Time | With | ✓ prepared |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## Notes

| Notes | |
|---|---|
| Ideas to follow up | |
| People to contact | |
| Waiting on | |

## Carry-over to tomorrow

| Task | Reason carried over | New due |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

## [Company name]

| Task | Reason carried over | New due |
|---|---|---|
| | | |
| | | |
| | | |

## Completion

| ✓ | Check | Notes |
|---|---|---|
| | Top three priorities are set before the day starts. | |
| | Nothing is left unmarked: every task is Done or Carried forward with a reason. | |
| | Tomorrow's carry-over list is written before the day ends. | |

| | |
|---|---|
| **Document** | Daily Task Planner |
| **Version** | 2.0 (redesign) |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Date** | **[DD Month YYYY]** |
| **Review date** | **[DD Month YYYY]** |