Ashford Business Services Ltd

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	Sarah Mitchell
Date	9 November 2026
Manager	James Patel

Top three priorities

Priority	Task	Why it matters
Priority 1		
Priority 2		
Priority 3		

Scheduled tasks

Task	Time	✓ done

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Task	Time	✓ done

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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

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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	**Helen Morris, Office Manager**
Owner	**Michael Davies, Finance Manager**
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