[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]**