office printable .com

DAILY PLANNER

Time-blocked

DATE	WAKE UP	BED	ONE THING I WILL FINISH TODAY

Time	Block
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	

Most important tasks

1.
2.
3.

Meals

Breakfast

Lunch

Dinner

Snacks

Water (8 glasses)

❑ 1 ❑ 2 ❑ 3 ❑ 4 ❑ 5 ❑ 6 ❑ 7 ❑ 8

Habits

- ❑ Exercise
- ❑ Read 20 min
- ❑ No phone after 9
- ❑ Stretch
- ❑ Plan tomorrow

TOMORROW