Daily Planner - ……

Time	Action
5 am	
6 00	
7 00	
8 00	
9 00	
10 00	
11 00	
12 pm	
1 00	
2 00	
3 00	
4 00	
5 00	
6 00	
7 00	
8 00	
9 00	
10 00	

To Do Today…

JaiperJAM

Priority	To Do Item	Completed

Tips for using the Daily Planner:

- Add the date and day at the top of the planner, for future reference
- Highlight different parts of the day in different colours to indicate your focus for that block of time. The planner is currently set-up using yellow for 'work-time' and orange for everything else. Set your own colour scheme for each focus area (for example exercise, family time, time-out, etc) and use this throughout all of the planners you're using so you can pick out focus areas at a glance. Change the colour through Format/Borders and Shading/ Shading
- Include relevant details for the tasks – What? Where? When? Who? How?

Tips for using the To Do List:

- Make task descriptions as detailed as necessary for you to achieve them – include contact details, step-by-step instructions, resources needed, etc.
- Prioritise the items as High | Medium | Low priority (or number them in order of priority, with one being the highest).
- Do the High priority items first (or do them in order, starting from number 1)
- Only add the items that you can do in a day – it may only be part of a task. Add the other items onto a Grass-Catcher List or the Weekly | Monthly Planner
- Any items you don't get done get put on the top of the To Do List for tomorrow
- Tick off items once they're complete.

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