

Daily Calendar Example

Day & Date _____

Schedule		✓	Tasks	Priority
5:00 am	Exercise		Call about electric bill	A
5:30 am			Enter phone # into	A
6:00 am	Shower/bathing		Schedule appt w/Dr	B
6:30 am			Work on taxes	A
7:00 am	Breakfast		Call Mr. Jones	B
7:30 am			Write proposal	B
8:00 am	Drive to Dr's Appt		Laundry	A
8:30 am	Dr's Appt		Order sweater	B
9:00 am	Task List			
9:30 am				
10:00 am	Snack			
10:30 am	Task List			
11:00 am	Staff Meeting			
11:30 am				
12:00 pm	Lunch			
12:30 pm				
1:00 pm				
1:30 pm	Work on project			
2:00 pm				
2:30 pm				
3:00 pm				
3:30 pm				
4:00 pm	Errands			
4:30 pm				
5:00 pm				
5:30 pm	Dinner / Clean up			
6:00 pm				
6:30 pm	Plan For Tomorrow			
7:00 pm	Fun Time			
7:30 pm				

