

Workday Daily Planner

Date

Employee Name

Department

Today's Priorities

Schedule / Task List

Time	Task / Activity	Status
<div>e.g. 09:00 AM</div>	<div>Task or meeting</div>	<div></div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

Notes

Follow-ups & Reminders