

Daily Checklist Schedule

Date:

Top Priorities

- ☐ Priority Task 1
- ☐ Priority Task 2
- ☐ Priority Task 3

General Tasks

- ☐ Task A
- ☐ Task B
- ☐ Task C
- ☐ Task D

Time Schedule

Time	Activity	Done
08:00 - 09:00	Focused Work	☐
09:00 - 10:00	Meetings/Calls	☐
10:00 - 12:00	Project Work	☐
13:00 - 15:00	Follow Ups	☐
15:00 - 17:00	Learning/Review	☐

Notes

Write your notes here...