

Daily Routine Planner

Day & Date

e.g. Monday, 12 June 2024

Time-Blocked Schedule

06:00 - 07:00

Morning routine / Activity

07:00 - 09:00

Work / Study

09:00 - 12:00

Major Task / Work Block

12:00 - 13:00

Lunch / Break

13:00 - 17:00

Afternoon Task / Work Block

17:00 - 19:00

Exercise / Errands

19:00 - 22:00

Evening Routine / Leisure

22:00 -

Bedtime / Notes

Top 3 Priorities

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Priority 1

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Priority 2

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Priority 3

Other Tasks

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Task 1

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Task 2

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Task 3

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Task 4

Notes

General notes, reminders, reflections...