

Use our "Daily Schedule Template" to make your daily schedule. Our template is designed for 7 days of the week and has a smart setting for each day and convenient navigation.

The first day of the template is Monday. You need to set the base dates for the whole week on this tab.

Enter Monday Date
03/01/22

On the "Monday" tab at the top of the table, you will see this field, where you should enter in the mm/dd/yy format the Monday date from which the workweek begins. The dates of all other days of the week will be calculated from this value.

Below, in such a field on each active tab, the date and day of the week will be displayed.

MONDAY
03
January

Go to
<a href="#">Tuesday</a> 04/01
<a href="#">Wednesday</a> 05/01
<a href="#">Thursday</a> 06/01
<a href="#">Friday</a> 07/01
<a href="#">Saturday</a> 08/01
<a href="#">Sunday</a> 09/01

Below, on each tab, there is a navigation window between tabs (days of the week, in which you can easily navigate the date you need and follow the active link). This way you can make your plans for the whole week in advance.

Also at the top are the fields that you need to fill in to customize your needs for your day's start and end times.

My day starts at:	7:00 AM ▾	My day ends at:	9:00 PM ▾
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To do this, you need to select a suitable time for the beginning and end of the day from the drop-down list. The drop-down list suggests the time in 1-hour increments.

TIME	TASKS	NOTES	COMPLETE
7:00 AM			
7:30 AM			
8:00 AM			

When you have already set the duration of a given day, the time range will automatically be set in the table below. The table shows the fields to be filled in, considering the selected beginning and end of the day and having a step of half an hour.

In the next column, "Tasks," enter your tasks opposite the corresponding time.

In the "Notes" column, you can leave additional notes, which is essential not to forget.

In the "Complete" column, mark the task's completion/ failure/ postponement for another time/ another day.

An example of a filled table:

TIME	TASKS	NOTES	COMPLETE
7:00 AM	Wake-up		Done
7:30 AM	Running		Done
8:00 AM	Breakfast & coffee		Done
8:30 AM	Take the child to the kindergarten	Take the craft to kindergarten	Done
9:00 AM	Start working		Done

On each separate tab, you can set up periods separately for the current need of each day.

**Important!** If you have already selected the start and end time of the day in the table header and filled in the schedule, do not change the selected time on this tab because the schedule will fail (the tasks will not remain time-bound), and you will have to transfer the tasks that have already been entered manually.