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PRINTABLE

Daily Planner & To-Do Printables

30 undated pages in three layouts: an hourly day with top 3 and to-do, a daily plan by area of life, and time blocks with plan versus actual.

MADE FOR

Students, working people, homemakers and small business owners who plan on paper or a tablet.

draftstack.in

How to use this printable

Three layouts, ten of each

1. **Today:** hourly schedule from 6 am to 10 pm, top 3, to-do list, notes and a water tracker.
2. **Daily Plan:** one key thing, work or study, home and family, calls, money, habits and an end-of-day review.
3. **Time Blocks:** plan versus what really happened, hour by hour, and tomorrow's top 3.

Tips

- Plan tomorrow the night before, in five minutes.
- Write only three top tasks. Everything else is a bonus.
- Use the *what really happened* column for a week; it shows where time goes.

Print the pages you like most as many times as you want, or use them in a PDF note app on a tablet.

Today

Date ____ / ____ / _____ M T W T F S S

6 am

7

8

9

10

11

12 pm

1

2

3

4

5

6

7

8

9

10

TOP 3 FOR TODAY

TO DO

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

NOTES

WATER

Daily Plan

Date ____ / ____ / _____

ONE THING THAT WILL MAKE TODAY A GOOD DAY

WORK / STUDY

HOME / FAMILY

CALLS AND MESSAGES

MONEY IN AND OUT

HABITS: ☐ EXERCISE ☐ READING ☐ NO PHONE AFTER 10 PM ☐ _____

END OF DAY: WHAT WENT WELL, WHAT TO CARRY OVER

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You have read the free preview of Daily Planner Printables

Thirty undated daily planner pages in three layouts: an hourly day with top 3 and to-do, a plan by area of life, and time blocks that compare your plan with what really happened.

- Today layout: Hourly, top 3, to-do, water
- Daily Plan layout: By area of life with a review
- Time Blocks layout: Plan vs actual
- How-to page: Simple planning tips

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