

daily planner

schedule

AM

6:00 AM

6:30 AM

7:00 AM

7:30 AM

8:00 AM

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

PM

12:00 PM

12:30 PM

1:00 PM

today's date

notes:

INSTRUCTIONS

- 1) Enter today's date in cell J3.
- 2) Enter your events in the appropriate time slots in the schedule.
- 3) Next to the schedule, enter any notes you have for the day.

For custom times, time-blocks, and much more, check out the **Dynamic Daily Planner**.

For more detailed instructions and FAQs, go to www.savvyspreadsheets.com/excel-templates/basic-daily-planner.