Daily Schedule

Date:

Time	
12:00 midnight - 06:00 a.m.	
06:00 a.m. - 07:00 a.m.	
07:00 a.m. - 08:00 a.m.	
08:00 a.m. - 09:00 a.m.	
09:00 a.m. - 10:00 a.m.	
10:00 a.m. - 11:00 a.m.	
11:00 a.m. - 12:00 noon	
12:00 noon - 01:00 p.m.	
01:00 p.m. - 02:00 p.m.	
02:00 p.m. - 03:00 p.m.	
03:00 p.m. - 04:00 p.m.	
04:00 p.m. - 05:00 p.m.	
05:00 p.m. - 06:00 p.m.	
06:00 p.m. - 07:00 p.m.	
07:00 p.m. - 08:00 p.m.	
08:00 p.m. - 09:00 p.m.	
09:00 p.m. - 10:00 p.m.	
10:00 p.m. - 11:00 p.m.	
11:00 p.m. - 12:00 midnight	

Instructions:

1. Take 10-20 minutes to fill in your daily schedule. It would be best to do this at a fixed time every day, ideally on the previous evening or right away in the morning.
2. Enter all of your appointments, tasks and activities from your weekly schedule and roughly allocate them to suitable time slots in your daily schedule.
3. Plan for breaks to relax and recharge between challenging or demanding appointments and tasks.
4. Split up larger tasks into feasible, smaller subtasks and write them into the respective time slots. Also plan for small breaks between these subtasks and for a reward after completion of a task as a whole.
5. Cross out completed appointments, tasks and activities. If you do not or only partially complete a task at the end of the day, check you weekly schedule for a new time slot.
6. Make sure that there is at least one highlight scheduled for that day so that you have something to look forward to.