Daily Schedule Template

*This daily schedule template is brought to you by* [*actiTIME*](https://www.actitime.com/features)*, a multifunctional time tracking tool for smart decision-making. Feel free to download or copy the content of this template for everyday use:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Time** | **Task** | **Deadline** | **Notes** |  |
| Peak productivity time: start your day with the most important or challenging tasks | 8:00 | Create a daily schedule | January 1 | Planning things ahead is key to better work organization | **✓** |
| 9:00 |  |  |  |  |
| 10:00 |  |  |  |  |
| 11:00 |  |  |  |  |
| 12:00 |  |  |  |  |
| Don’t forget to take a break! | 13:00 |  |  |  |  |
| 14:00 |  |  |  |  |
| 15:00 |  |  |  |  |
| 16:00 |  |  |  |  |
| Time for activities that require less focus | 17:00 |  |  |  |  |
| 18:00 |  |  |  |  |
| 19:00 |  |  |  |  |
| 20:00 |  |  |  |  |
| 21:00 |  |  |  |  |