FREE DAILY ROUTINE TEMPLATE

A blank daily schedule you can print and fill in

Date: _____ Day: _____

My top three priorities

1. _____	_____	■
2. _____	_____	■
3. _____	_____	■

My schedule

_____	_____	High / Med / Low	_____
_____	_____	High / Med / Low	_____
_____	_____	High / Med / Low	_____
_____	_____	High / Med / Low	_____
_____	_____	High / Med / Low	_____
_____	_____	High / Med / Low	_____
_____	_____	High / Med / Low	_____
_____	_____	High / Med / Low	_____

Quick check-in

Energy today	Low / Medium / High
What might change my plan?	_____
My backup plan	_____
What can wait if time runs short?	_____

Tip: Start with fixed commitments, choose a few priorities, and leave room for breaks and unexpected changes.