Daily time-block planner

Plan one day in hour blocks: your top three tasks first, classes and shifts next, study blocks in the gaps, then a short review at night.

NAME

DATE

Top 3 tasks today

Fixed times (classes, shifts, appointments)

HOUR BY HOUR

Time	Plan	Done
7:00		☐
8:00		☐
9:00		☐
10:00		☐
11:00		☐
12:00		☐
1:00		☐
2:00		☐
3:00		☐
4:00		☐
5:00		☐
6:00		☐
7:00		☐
8:00		☐
9:00		☐
10:00		☐

END OF DAY

What worked today?

What moves to tomorrow?