

Daily Schedule Template

Monday

Morning

7 AM – 11 AM

Task 1 : Check emails Task

Task 2 : Review progress

Task 3 : Stand-up meeting

Task 4 : Update tools Task 5

Task 5 : Plan priorities

Afternoon

2 PM – 4 PM

Task 1 : Check risks

Task 2 : Meetings

Task 3 : Track deadlines Task 4

Task 4 : Give feedback

Task 5 : Adjust tasks

Midday

11 AM – 2 PM

Task 1 : Top tasks Task 2

Task 2 : Team issues

Task 3 : Review reports

Task 4 : Stakeholder chat

Task 5 : Progress check

Evening

5M – 11 AM

Task 1 : Team review

Task 2 : Next day plan

Task 3 : Send updates

Task 4 : Reflect goals

Task 5 : Finish tasks