Printable Daily Planner

Daily Planner Template

Date: | Start Day:

Month, Year

Printable Daily Planner
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Reminders
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þ	ABC	Prioritized Task List

Time	People to Call

$Amt	Expenses

	Appointments	Notes
7:00		
:30		
8:00		
:15		
:30		
:45		
9:00		
:15		
:30		
:45		
10:00		
:15		
:30		
:45		
11:00		
:15		
:30		
:45		
12:00		
:15		
:30		
:45		
1:00		
:15		
:30		
:45		
2:00		
:15		
:30		
:45		
3:00		
:15		
:30		
:45		
4:00		
:15		
:30		
:45		
5:00		
:30		
6:00		
:30		
7:00		
:30		
8:00		
:30		
9:00		
:30		

Note: This template was designed for **printing** daily planner pages, **2 days** at **a time**. If you enter info on this worksheet, it will not change when you change the date.

Reminders *(array formulas referencing the Events worksheet)*

TIP: Printing two days at a time allows you to use the Duplex mode on your printer to print on the front and back of a piece of paper. Not all printers have that functionality, though.