

Free Daily Checklist Template

A simple one-page planner for priorities, tasks, reminders and notes.

Date: _____

Day: _____

Top 3 priorities

- ☐ _____
- ☐ _____
- ☐ _____

To-do list

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Appointments / reminders

Notes
