**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12209&utm_source=template-word&utm_medium=content&utm_campaign=Daily+Work+Schedule+Template+With+To-Do+List-word-12209&lpa=Daily+Work+Schedule+Template+With+To-Do+List+word+12209)Microsoft Word Daily Work Schedule   
Template with To-Do List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MON | | MM/DD/YY |  | To-Do List |  | Priorities |
| **7** | :00 |  |  |  |  |  |
| AM | :30 |  |  |  |  |  |
| **8** | :00 |  |  |  |  |  |
| AM | :30 |  |  |  |  |  |
| **9** | :00 |  |  |  |  |  |
| AM | :30 |  |  |  |  |  |
| **10** | :00 |  |  |  |  |  |
| AM | :30 |  |  |  |  |  |
| **11** | :00 |  |  |  |  |  |
| AM | :30 |  |  |  |  |  |
| **12** | :00 |  |  |  |  |  |
| PM | :30 |  |  |  |  |  |
| **1** | :00 |  |  | Notes | | |
| PM | :30 |  |  |
| **2** | :00 |  |  |  | | |
| PM | :30 |  |  |  | | |
| **3** | :00 |  |  |  | | |
| PM | :30 |  |  |  | | |
| **4** | :00 |  |  |  | | |
| PM | :30 |  |  |  | | |
| **5** | :00 |  |  |  | | |
| PM | :30 |  |  |  | | |
| **6** | :00 |  |  |  | | |
| PM | :30 |  |  |  | | |
| **7** | :00 |  |  |  | | |
| PM | :30 |  |  |  | | |

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