**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11833&utm_source=template-word&utm_medium=content&utm_campaign=Daily+Task+List-word-11833&lpa=Daily+Task+List+word+11833)DAILY TASK LIST TEMPLATE for Microsoft Word**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  | |  | | SCHEDULE START TIME | | TIME INTERVAL | WEEK BEGINNING | |
| Select Start Time and Time Interval and edit the fields below to match your criteria.  Enter Monday's date for Week Beginning. | | | | | | | | | 7:00 AM | | 30 MIN | MM/DD/YY | |
|  |  | |  | |  | |  | |  | |  |  | |
|  | MON | TUES | | WED | | THURS | | FRI | | SAT | | SUN |
| **TIME** | MM/DD/YY | MM/DD/YY | | MM/DD/YY | | MM/DD/YY | | MM/DD/YY | | MM/DD/YY | | MM/DD/YY |
| 7:00 AM |  |  | |  | |  | |  | |  | |  |
| 7:30 AM |  |  | |  | |  | |  | |  | |  |
| 8:00 AM |  |  | |  | |  | |  | |  | |  |
| 8:30 AM |  |  | |  | |  | |  | |  | |  |
| 9:00 AM |  |  | |  | |  | |  | |  | |  |
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| 10:00 AM |  |  | |  | |  | |  | |  | |  |
| 10:30 AM |  |  | |  | |  | |  | |  | |  |
| 11:00 AM |  |  | |  | |  | |  | |  | |  |
| 11:30 AM |  |  | |  | |  | |  | |  | |  |
| 12:00 PM |  |  | |  | |  | |  | |  | |  |
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| 1:00 PM |  |  | |  | |  | |  | |  | |  |
| 1:30 PM |  |  | |  | |  | |  | |  | |  |
| 2:00 PM |  |  | |  | |  | |  | |  | |  |
| 2:30 PM |  |  | |  | |  | |  | |  | |  |
| 3:00 PM |  |  | |  | |  | |  | |  | |  |
| 3:30 PM |  |  | |  | |  | |  | |  | |  |
| 4:00 PM |  |  | |  | |  | |  | |  | |  |
| 4:30 PM |  |  | |  | |  | |  | |  | |  |
| 5:00 PM |  |  | |  | |  | |  | |  | |  |
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| 12:30 AM |  |  | |  | |  | |  | |  | |  |

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