**[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=Printable+Daily+Task+Planner-word-11833&lpa=Printable+Daily+Task+Planner+word+11833)PRINTABLE DAILY TASK PLANNER   
TEMPLATE for Microsoft Word**

|  |  |  |
| --- | --- | --- |
| TODAY’S DATE | | |
|  | | |
|  |  |  |
| TASK LIST |  | –––––––––––––– TOP PRIORITIES –––––––––––––– |
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|  |  |  |
|  |  | VARIOUS TO-DO |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | PEOPLE TO CONNECT WITH |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  | PLACES TO VISIT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | ITEMS FOR ANOTHER DAY |
|  |  |  |
|  |  |  |
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