

The Essential Daily Planner

A simple, elegant system to
plan your day with clarity



Free Sample • Shopkieta

To-Do List

Must Do Today

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Optional Tasks

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☐

Done Today ✓

Daily Plan

Date: _____

Priority Focus (Top 3)

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Schedule

Time	Task

Notes

Notes & Reflections

- What went well today?
- What needs improvement?
- Ideas or reminders

Want the Full Planner?

This is a free sample.

The complete planner includes:

- 40+ pages of planning tools
 - Weekly & monthly layouts
 - Habit trackers & bonus pages
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Get the full planner at shopkieta.com