

The Essential Daily Planner

A simple, elegant system to
plan your day with clarity



Free Sample • Shopkieta

To-Do List

Must Do Today

- _____
- _____
- _____

Optional Tasks

- _____
- _____
- _____

Done Today ✓

Daily Plan

Date: _____

Priority Focus (Top 3)

Three empty square boxes for writing.

Schedule

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

Get the full planner at shopkieta.com