

# Driver's Daily Planner Instruction Sheet

## About The Driver's Daily Planner

The Driver's Daily Planner works like most daily planner systems.

- Use the Driver's Daily Planner to schedule appointments.
- Block off time periods to work on your tasks or projects.
- Set aside time to relax, recharge, and play.

## Print And Save Options

You have several options to use your form.

- Print out the form and fill it out by hand.
- Enter information using your computer.
- Open the form from the download page. Do not save it to your hard-drive. Print out the form and fill it out by hand or fill it out on the computer before you print it out. By selecting "open" you will not be able to save the form with your typed information on it. Revisit the download page when you need a new copy of the form.
- Save the form to a folder on your hard-drive. Print out copies of the form as you need them. Forms saved onto your hard-drive can be saved with your typed information on them.
- Use the form by viewing it on your computer or print out the copy you need.

When using forms with customizable features save the form with your settings onto your hard-drive. Print out copies of your custom form when you need them.

## Sections Of The Driver's Daily Planner

### Name

There is a place at the top of the daily planner page to write in your name. This feature can be helpful for multiple member households who may need to know what other members are doing.

### Date

At the upper right section of the Driver's Daily Planner is a place to write in the date. Use this feature so that you know what day the planner page is organizing.

### Time Column

There are two versions of the Driver's Daily Planner. Both versions are the same except for the first column containing time increments. One version contains preset time increments. The other version is created so that you can customize the time increments to fit your schedule.

### Driver's Daily Planner With Preset Times

You can use the version of the Driver's Daily Planner with the time already inserted into the time column. Use this version if you like the convenience of a planner form that already contains time increments. This version works for most daytime schedules.

### Driver's Daily Planner With Customizable Time Column

Use this version of the Driver's Daily Planner if you would like to create a planner page with time increments that fit your schedule.

- Enter the time by increments of an hour, half hour, or any time spacing that suits your scheduling needs. Vary the time spans you use throughout the day if your schedule changes more frequently during some periods of the day, than others.
- Start and end the time on the form according to your schedule. If you get up at six am, then enter six am in the first row. If you don't start your day until noon, then enter twelve pm onto the first row of the form. If you work nights your starting time on the form might be in the afternoon or evening.

## Priority Column

The priority column is available if you use the Driver's Daily Planner to schedule tasks and projects.

- Designate a task with an A priority if you need to work on it that day.
- Use a B priority rating for items that are important, do not have imminent deadlines, and that you could reschedule for another day if you have an emergency to attend to.
- Rank items with a C that you can ignore without negative consequences. On the Driver's Daily Planner a C priority works well for items you could cancel if you have an emergency to attend to, or if A and B priorities take more time than you anticipated.

## Appointment Column

The appointment column is where you schedule your day.

- Schedule appointments.
- Block off periods of time to work on tasks and projects.
- Enter tasks you would like to do.

## Completed Tasks Column

The last column has checkmark boxes so that you can mark off tasks or appointments that you complete. Use this feature if it is helpful to you.

## Sample Driver's Daily Planner

The sample below shows how you can use the Driver's Daily Planner. This sample used the customizable version of the planner page so that time increments could vary throughout the day.

### Name

The space to enter a name contains Barbara. This is Barbara's Driver's Daily Planner.

### Date

The space for the date contains the date this planner page will be used.

### Time Column

The time column contains varying time increments throughout the day. These vary between fifteen minute to hour-long blocks of time.

- Barbara has designated fifteen-minute time increments for e-mail and telephone calls. This is to prevent these tasks from taking up a lot of time during her day. The time limit also helps her to focus on the purpose of the communication so she has more time for her creative work.
- For flexibility purposes the longest time increment on her Driver's Planner Page is an hour.

### **Priority Column**

The A was used for appointments with other people. This is Barbara's way to help ensure that she does not miss an appointment due to being lost in her creative work.

### **Appointment Schedule Column**

The appointments on Barbara's schedule vary between real appointments with other people, and self imposed ones to take care of items that are important to her.

Because Barbara has trouble getting to bed on time, (life is too full of creative fun to stop for the day and go to bed) elements of her bedtime routine are on the schedule to help her get to the routine in a timely manner.

### **Completed Tasks Column**

Items have not yet been checked off in the completed tasks column. Barbara's day has not yet begun

**To view a sample of the Driver's Monthly Task List scroll down to page 4.**



