

50+ Planner Samples, Format & Examples 2022

On a daily, weekly, or monthly basis, we all have tasks to accomplish. And in order to complete them, we need to budget our time and note them on our calendars. Even better, anyone can easily manage their tasks by using our [planner templates](#).

To create a planner of your very own, follow the following steps:

- Browse through our planner samples to create your own planner.
- Customize Online or Download in your preferred File format and Print As Required

If you don't have any experience creating planners, we got you. Here we have plenty of printable planner samples and examples. They're yours to use as templates or references.

1. Weekly To-Do List Planner Sample

This is a simple [weekly planner](#) where you can list your tasks and errands for the week. It has built-in small box shapes where you can put a checkmark on a completed task.

Calci Enterprises
calcienterprises@gmail.com, 222.555.7777
8 Liam St, Detroit, Michigan, MI 60935

Weekly To-Do List

Date: April 23, 2029

- Send customer samples to Clch Enterprises.
- Order a surplus of shipping ribbons and labels.
- Post new items to blog.
- Write proposals for potential new clients.
- Renew Etsy listing for Printables.
- Notify customers about the new upcoming vacation package.
- Hire an assistant for Mr. Peter Jones.

2. Daily Itinerary Planner Sample

This [daily planner](#) sample is perfect for plotting your everyday itinerary. With it, you can certainly become a more organized individual.

Daily Itinerary Planner

Prepared for: Keith Halsey

Email: keith@zmail.com

Purpose of Trip: 3-day Trip to Austin, Texas

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	November 15, 2030	November 18, 2030
From	Riverside, California	Austin, Texas
Departure Time	03:45 PM	09:00 PM
To	Austin, Texas	Riverside, California
Arrival Time	06:10 PM	12:45 AM
Flight	AT9091A	AA1551
Airline	Texas Airlines	American Airlines

Lodging

Location: Southside Villa

Address: 14 St. Louis, Austin, TX 1551

Phone: 109 001 2222

Activities

DATE	TIME	LOCATION	ACTIVITY
November 16, 2030	1 PM - 4 PM	Austin Museum	Join museum tour.
November 17, 2030	8 AM - 11 AM	Sun Valley Hill	Trek at the newly opened trekking site in Austin
November 18, 2030	4 PM - 8 PM	New Austin Surf Site	Attend surfing lessons

Notes

1. Request for a service from the Villa to Sun Valley Hill.
2. Rent a surfing board.

3. Monthly Budget Planner Sample

Need something to organize your budget every month? If so, take this well-made [monthly planner](#). Use it to allocate enough money for rent, utilities, groceries, and other monthly expenses.

MONTHLY BUDGET

Description	Quantity	Price	Total
Utilities	5	USD 1,100 / month	USD 1,100
Rent	1	USD 600 / month	USD 600
Total			USD 1,700

Notes:

- Plan out a budget for the next five months.
- Include a grocery list with estimated prices of goods for the next five months.

4. Gift List Baby Shower Planner Sample

Planning on buying gifts for your friends' baby shower party? If you are, you might want to use our Gift List [Baby Shower Planner](#). This helps in managing your budget to buy gifts and in ensuring that you bought everything.

Baby Shower Gift List

GUEST NAME	GIFT	BUDGET	BOUGHT
Jack & Isabella Jones	Baby Book & Rattle	\$100.00	<input type="checkbox"/>
Sarah Samson	Knitted Blanket	\$75.00	<input type="checkbox"/>
Jody & Bill Harris	Baby Outfit	\$65.00	<input type="checkbox"/>
Julia James	Baby Care Basket	\$175.00	<input type="checkbox"/>

5. Basic Checklist Wedding Planner Sample

This [basic planner](#) sample is intended for preparing a wedding checklist. You can list the things that need to be done for wedding preparation. Either you're a wedding planner or you're planning your own wedding, this helps make the ceremony successful.

Basic Checklist Wedding Planner

- Select the wedding location
- Plan the wedding budget
- Decide the wedding theme
- Select the wedding outfits
- Decide on the venue
- Hire caterers
- Compile a guest list

Notes

- Go through the bridal outfit designs online.
- Arrange a meeting with the florist.

6. Blank Itinerary Planner Sample

Here's another itinerary planner sample. You can use this [blank planner](#) for plotting daily, weekly, or monthly itineraries.

Itinerary Planner

Prepared for: Nathalia Hemsworth

Email: nathalia@zmail.com

Purpose of Trip: 2-week Holiday Trip at Hartford, Milwaukee

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	December 20, 2030	January 2, 2031
From	Long Island, New York	Hartford, Milwaukee
Departure Time	04:45 AM	10:20 AM
To	Hartford, Milwaukee	Long Island, New York
Arrival Time	08:50 AM	02:30 PM
Flight	MK1020	TT09911
Airline	MK Airlines	US Pacific Airlines

Lodging

Location: Caftan Hotel & Resort

Address: 11 Washington Bay, Hartford, MKE 10111

Phone: 200 177 6111

Activities

DATE	TIME	LOCATION	ACTIVITY
December 21, 2030	5 PM - 9 PM	Hartford Open Ground	Shop holiday treats
December 24, 2030	8 PM - 1 AM	West Bend Mountain	Attend the Christmas countdown
December 31, 2030	9 PM - 12 AM	Neosho Outdoor Stadium	Watch firework display

Notes

1. Request the hotel management for extra toiletries.
2. Rent a van on December 31, 2030, going to Neosho Outdoor Stadium.

7. Editable Itinerary Planner Sample

This [editable planner](#) sample has two tables. The first you can use to plot flight itinerary and the second you can use to plan your activities during the trip.

Road Trip Itinerary

Prepared for: **Karen Green**

Email: **karen@zmail.com**

Purpose of Trip: 2-Day Trip at Bedminster, New Jersey

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	May 12, 2040	May 15, 2040
From	Santa Clara, California	Bedminster, New Jersey
Departure Time	02:00 AM	03:00 AM
To	Bedminster, New Jersey	Santa Clara, California
Arrival Time	04:00 AM	05:00 AM
Flight	MN 265	AB 311
Airline	Renault Airlines	Renault Airlines

Lodging

Location: La Roux Resort

Address: 1965 Williams Mine Road, Bedminster, NJ 07921

Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
May 13, 2040	9 AM - 12 PM	Midbow Town Square	Heritage tour of Bedminster, New Jersey
May 14, 2040	2 AM - 5 PM	Torres Fresh Farmland	Farmland tour at Bedminster, New Jersey

Notes

1. Hire a van to pick-up Ms. Green at the airport.
2. Inform the tour guide about Ms. Green's seafood allergy.

8. Holiday Itinerary Planner Sample

Are you going on a trip this Holiday season? If you are, let our Holiday [Itinerary Planner](#) help you plan your trip. Make it an enjoyable one and make the most of it.

Holiday Itinerary

Prepared for: Hilary Ayala

Email: john@zmail.com

Purpose of Event : New Years Eve Year-end Party

Event Details

DETAILS	EVENT
Date	December 31, 2025
Location	Sedona Hotel, Conference Room A
Address	555 Main Lane Staten Island, NY 10314
Time	07:00 PM - 12:00 AM
Event Holder	Haven Company

Activities

START	END	ACTIVITY
07:00 PM	08:00 AM	Opening Ceremony
08:00 PM	09:30 PM	Games
09:30 PM	11:00 PM	Disco
11:00 PM	11:30 PM	Snacks
11:30 PM	12:00 AM	Countdown to New Year

Notes

1. Request the guests to bring their invitation cards so that they can enter the conference room.
2. Inform the hotel receptionist to give the guest their new year eve gifts.

9. Vacation Itinerary Planner Sample

You deserve a vacation after months of being a workaholic. So plan your sabbatical now using our Vacation Itinerary Planner Sample.

L.A. Trip Itinerary

Prepared for: Jane Deer

Email: jane@zmail.com

Purpose of Trip: 3-Day Trip to Los Angeles, California

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	June 20, 2026	June 24, 2026
From	New York City, New York	Los Angeles, California
Departure Time	08:00 AM	06:00 PM
To	Los Angeles, California	New York City, New York
Arrival Time	11:00 AM	09:00 PM
Flight	AB-123	CD-456
Airline	ABC Airways	ABC Airways

Lodging

Location: Hollywood Inn Express South

Address: 141 N Alvarado St, Los Angeles, CA 90026

Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
June 21, 2026	1 PM - 5 PM	Sal's Vineyard and Deli	Food and wine tasting tour at Sal's
June 22, 2026	6 AM - 5 PM	Griffith Park Trails	Guided whole day hike at the Griffith Park Trails
June 23, 2026	8 AM - 12 PM	Hollywood	Guided tour to Hollywood

Notes

1. Inform the tour guide during the food tasting trip that I have a seafood allergy.
2. Book Griffith Park Outdoors' Hiking Equipment Rental for my hiking essentials.

10. Business Travel Itinerary Sample

If your trip is not for vacation but for business, plan your travels with our Business Travel Itinerary Sample. Present it to your boss and he or she will green light your trip.

Business Travel Itinerary Planner

Prepared for: James Hook
Email: james@hmail.com
Purpose of Trip: Board Meeting

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	April 20, 2025	April 23, 2025
From	Berkeley, California	New York, New York
Departure Time	11:00 AM	06:00 PM
To	New York, New York	Berkeley, California
Arrival Time	04:00 PM	11:00 PM
Flight	AF-093	GH-091
Airline	Nice Airways	Nice Airways

Lodging

Location: The Bachelor's Hotel
Address: 5840 Middle Road, Munnsville, New York, 13409
Phone: 456 856 1234

Activities

DATE	TIME	LOCATION	ACTIVITY
April 21, 2025	9 AM - 2 PM	The Bachelor's Hotel, Conference Room	Discuss previous performance reports.

Notes

1. Request for a van pickup from the airport to the hotel.
2. Secure all necessary documents for the travel and the board meeting.

11. Budget Planner Sample

If you're a business person, budget planning is part of your daily routine. You can make your daily budgeting easy with our [minimalist planner](#) below. It's designed to help users create detailed budgets.

Tatman Finances Inc.
thomas@tatman-finances.com
222 555 7777

BUDGET PLANNER

Description	Quantity	Price	Unit	Total
Cost of Operations	3	USD 31,500	monthly	USD 91,500
Cost of Production	2	USD 14,700	monthly	USD 29,400
Cost of Market IQ	3	USD 70,000	monthly	USD 210,000
Cost of Sales	3	USD 25,000	monthly	USD 75,000
Total				USD 252,600

Notes

1. This budget summary for the second quarter of 2025.
2. Submit to the Finance department for approval.

12. Daily To-Do List Planner

Here we have a daily to-do list planner with a plain but effective design. It sports a checklist-type format, easy to edit and customize.

Blue Hawkins Enterprises
blushawkins@gmail.com, 222 555 7777
9 Palm St., Chicago, Illinois, IL 74294

Daily To-Do List

Date: March 12, 2029

- Draft copies of the TKN Project and send them to Mr. Harvey.
- Organize a photo shoot for the upcoming event.
- Take the trash out.
- Make dinner reservations at Harley's.
- Work on the Exer Article.
- Prep list for tomorrow's birthday party
- Follow-up with Mr. Louis about the meeting next week.

13. Financial Budget Planner Sample

Here we have another budget planner with a similar design to the other one. It also has a spacious table and a space below it to write additional notes.

Donatello Enterprises
edmund@donatelloenterprises.com
222 555 7777

FINANCIAL BUDGET PLANNER

Description	Quantity	Price	Total
Office Rent	1	USD 500	USD 500
Marketing	1	USD 500	USD 500
Insurance	1	USD 350	USD 350
Weekly Housing	1	USD 150	USD 150
Total			USD 1,550

Notes

- Finalize the budget before submitting it to the boss for review.
- Prepare next month's budget plan.

14. Simple To-Do List Planner Sample

Here we have yet another [to-do list planner](#) with a very simple design. With its help, you can list down your daily tasks in less than a minute. You can either list your personal errands or professional workloads.

To-Do List

Date: April 10, 2023

- Prepare a meal plan for the week.
- Drink 8 glasses of water every day.
- Go to the gym.
- Set up an appointment with the dentist.
- Go to the grocery store.

15. Monthly To-Do List Planner Sample

If you usually organize your tasks monthly, our Monthly To-Do List Planner is yours. Never miss a task or errand again for the months to come.

Springfield Corporation
springfieldcorp@mail.com, 222 555 7777
[29 New St., Manhattan, New York, NY 74025]

Monthly To-Do List

Date: February 1, 2029

- Touch up paint in the living room and hallway by February 17, 2029.
- Pay this month's office rent
- Pay this month's electricity bill by February 20, 2029.
- Update Income and Expense Statement.
- Update product keywords on Etsy.
- Check for next month's workload and distribute it to the employees accordingly.

16. Classic To-Do List Planner Sample

This to-do list planner has a classic design that typical to-do list documents have. It would be a welcome addition to your home office or company office desk.

Tango Enterprises
tangoenterprises@gmail.com, 222 555 7777
9 Churchill St, Houston, Texas, TX 78035

To-Do List

Date: February 17, 2029

- Inform the HR Department about the upcoming Board Meeting on February 23, 2029.
- Disseminate all company memos for this week.
- Instruct Mr. Sean to prepare the training material for all newly hired employees from each department.
- Ensure that all the employees get their copies of handbooks.
- Have both Conference Rooms prepared for the upcoming meetings.
- Ask the HR Manager to announce and introduce the new hires to their respective teams.

17. Editable Training Planner Sample

Have you been planning on getting fit? If you have, this could be a sign to finally push through with it. Our Editable [Training Planner](#) can help you plot your fitness regimen in a day. Its three quality pages (excluding the cover page) can get the job done.



FITNESS TRAINING PLANNER

YOUR NAME

YEAR

18. Wedding Planner Itinerary Sample

Plan your wedding ceremony and reception using our [Wedding Planner](#) Itinerary. It's a more cost-effective approach than hiring professional wedding event planners.

Wedding Planner Itinerary

Prepared for: Rachel Dunn
Email: rachel@zmail.com
Purpose of Event : Client Wedding

Event Details

DETAILS	EVENT
Date	June 15, 2030
Location	Majestic Ballroom, Enchanted Hotel
Address	4056 Wildwood Street, Harlem Springs, OH 44631
Time	09:00 AM - 10:00 PM
Event Holder	Banshee Weddings

Activities

START	END	ACTIVITY
09:00 AM	11:00 AM	Hair & make up
11:00 AM	12:00 NN	Everyone gets dressed
12:00 NN	01:00 PM	Bride & groom pictorial
02:00 PM	04:30 PM	Wedding ceremony
06:00 PM	10:00 PM	Wedding program at reception

Notes

1. Update any changes real-time to ensure that the changes will not be overlooked.
2. Review and finalize the details of the wedding with the couple three days before the wedding day.

19. Wedding Planners Invoice Sample

Though it's an invoice, you can use this planner sample to plot your wedding's budget.

Wedding Planning Studio
info@wedplanningstudio.com, 222 555 7777

Planner Invoice
Invoice Number: 74548
Prepared for: Gregory Jones
Address: 3149 Doctors Drive, Los Angeles, California, CA 90017
Email: gregoryj@gmail.com
Date: December 01, 2027

Description	Quantity	Price	Unit	Total
Wedding Videographer	75	USD 200	frames	USD 15,000
Food and Beverage	200	USD 100	events	USD 20,000
Floral Arranging	11	USD 200	people	USD 2,200
Tax				5.5
Total				USD 175,560

Terms & Conditions

- Kindly pay the due amount within 10 days from the issuing date else a late fine will be imposed.
- We accept payment only via online payment sources and cash.

20. Wedding Planner Checklist Sample

Here's another wedding planner checklist. It has a sample content of things to do in wedding preparation, as you can see on its built-in table.

Wedding Planner Checklist

DESCRIPTION	CHECK
<input type="checkbox"/> Determine the budget for the wedding.	
<input type="checkbox"/> Make the guest list & decide who is invited.	
<input type="checkbox"/> Decide on the wedding theme.	
<input type="checkbox"/> Decide on the location/venue.	

Notes

- Prepare the invitations.
- Look up flower shops & meet with potential florists.

21. Service and Activity Planner Example

This planner example is designed to plan activities for a group. It's a sample document we got from The Church of Jesus Christ of Latter-day Saints. You can download it instantly.



Ward/Branch: _____ Date: _____
 Quorum/Class: _____

Sample Service and Activity Planner

Identify several key purposes, needs, or interests of your quorum or class (such as skills, talents, friendships, education, self-reliance, and so on).^{*} Make an activity plan that keeps those purposes or needs in mind and addresses all four areas of growth mentioned in Luke 2:52. See [Child and Youth of the Church of Jesus Christ.org](http://ChildandYouth.ChurchOfJesusChrist.org) and JustServe.org, where available, for ideas.

SP SPIRITUAL
 SO SOCIAL
 PH PHYSICAL
 IN INTELLECTUAL

KEY PURPOSES OR NEEDS

AREAS OF GROWTH [*]	ACTIVITY NAME (WHAT)	DATE (WHEN)	PURPOSE (WHY)
<div style="display: flex; justify-content: space-between; font-size: x-small;"> SP SO PH IN </div>	1.		
	2.		
	3.		
	4.		
	1.		
	2.		
	3.		
	4.		
	1.		
	2.		
	3.		
	4.		
	1.		
	2.		
	3.		
	4.		
	1.		
	2.		
	3.		
	4.		

^{*} Consider using "Service and Activity Guidelines for Youth" to help you determine key purposes or needs.
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22. Weekly Planner Example

Whether you're a student, an employee, or a simple organized person, you can use this weekly planner sample from LSU. Download it in PDF format.

WEEKLY PLANNING							
Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00							
7:30							
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23. Menu Planner Example

If you love cooking, then you'll love this menu planner made by Organizing Junkie. It can help you plan your weekly recipes and share them with friends and family.



Week of: _____

Menu Plan	Grocery List
Monday: Recipe Source: _____	
Tuesday: Recipe Source: _____	
Wednesday: Recipe Source: _____	
Thursday: Recipe Source: _____	
Friday: Recipe Source: _____	
Saturday: Recipe Source: _____	
Sunday: Recipe Source: _____	



24. Class Schedule Planner Example

If you're a teacher, you can organize your class schedule with this sample. We got it from Duquesne University and it's yours to download.

CLASS SCHEDULE PLANNING SHEET

DAY CLASS HOURS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:50	8:00 - 9:15	8:00 - 8:50	8:00 - 9:15	8:00 - 9:50
9:00 - 9:50	9:25 - 10:35	9:00 - 9:50	9:20 - 10:30	9:50 - 9:50
10:00 - 10:50		10:00 - 10:50		10:00 - 10:50
11:00 - 11:50	11:30 - 12:35	11:00 - 11:50	10:50 - 12:35	11:00 - 11:50
12:00 - 12:50		12:00 - 12:50		12:00 - 12:50
1:00 - 1:50	12:15 - 1:30	1:00 - 1:50	12:15 - 1:30	1:00 - 1:50
2:00 - 2:50	1:40 - 2:55	2:00 - 2:50	1:40 - 2:55	2:00 - 2:50
3:00 - 3:50		3:00 - 3:50		3:00 - 3:50
4:00 - 4:50	3:35 - 4:25	4:00 - 4:50	3:35 - 4:25	4:00 - 4:50
5:00 - 5:50	4:30 - 2:45	5:00 - 5:50	4:30 - 5:45	5:00 - 5:50

EVENING CLASS HOURS ONCE WEEKLY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 - 8:40	6:00 - 8:40	6:00 - 8:40	6:00 - 8:40	6:00 - 8:40

EVENING CLASS HOURS TWICE WEEKLY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 - 7:15	6:00 - 7:15	6:00 - 7:15	6:00 - 7:15	6:00 - 7:15
7:30 - 8:45	7:30 - 8:45	7:30 - 8:45	7:30 - 8:45	7:30 - 8:45

AVOID TIME CONFLICTS: Plot your weekly class schedule on this chart before submitting it during registration. Keep it with you as a handy reference guide.

25. Venture Activity Planner Worksheet Example

This planner worksheet from Scouting.org is the perfect planner to plot boy/girl scout camping itineraries or any normal camping trip.

Venturing Activity Planning Worksheet

Position	Name	Phone No.	Email
Activity Chair			
VP of Program			
Associate Advisor of Program			
Consultant			

What is our goal?

Where will we go?

When will we go?

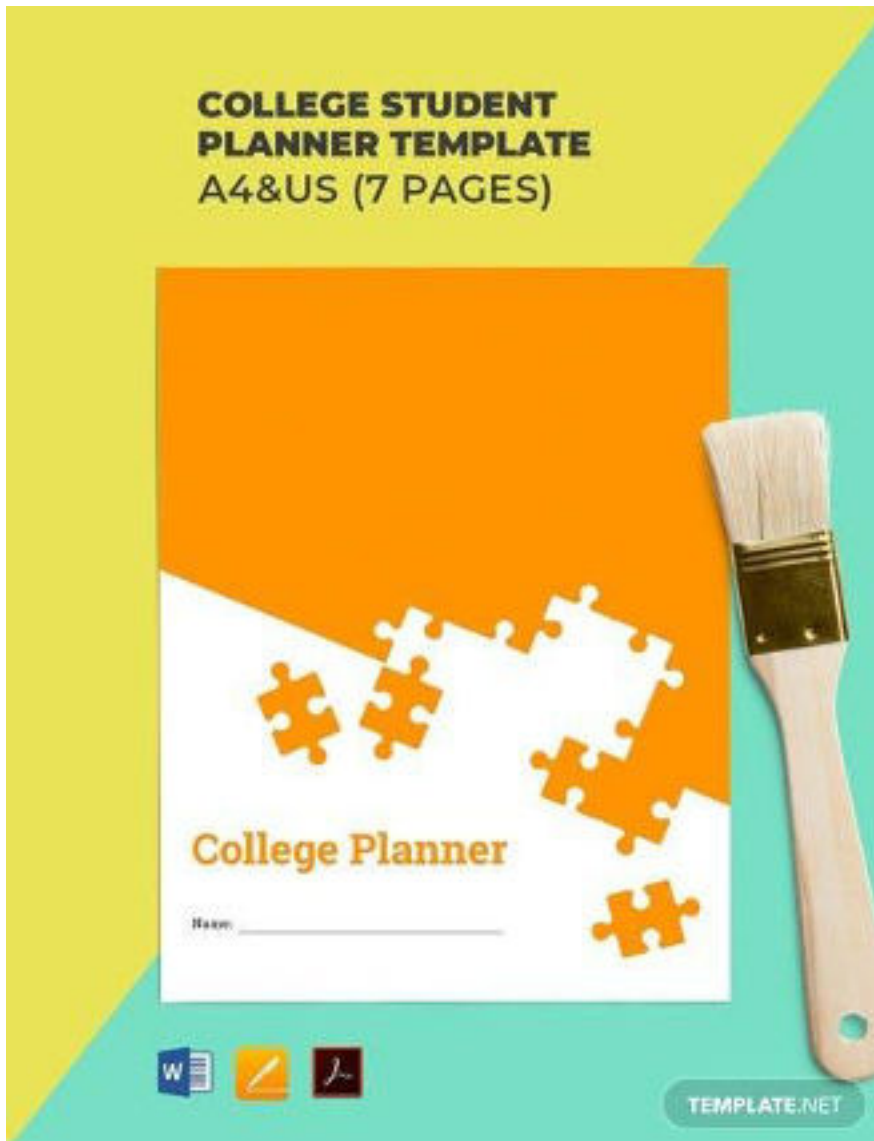
Departure/Arrival	Day	Date	Time
Departure			
Arrival			
Departure			
Arrival			

What will we do when we get there?

Day 1	
Day 2	
Day 3	
Day 4	

26. College Student Planner Sample

If you're a college student, our College [Student Planner](#) can be your campus buddy. Use it to organize your class schedule, homework schedule, and other on-campus activities.



26. Back to School Planner Sample

If you're a teacher or faculty head, the start of every school year can be very challenging. But with a school year plan, that won't be the case. So grab our Back to [School Planner](#) now. Make plans over the summer before the school year starts.



27. Hourly Planner Sample

If you're someone who wants to accomplish something every hour, our [Hourly Planner](#) Sample can be of help. It has a large table filled with rows and columns to plan your day. You can plot your routine starting from morning to nighttime.



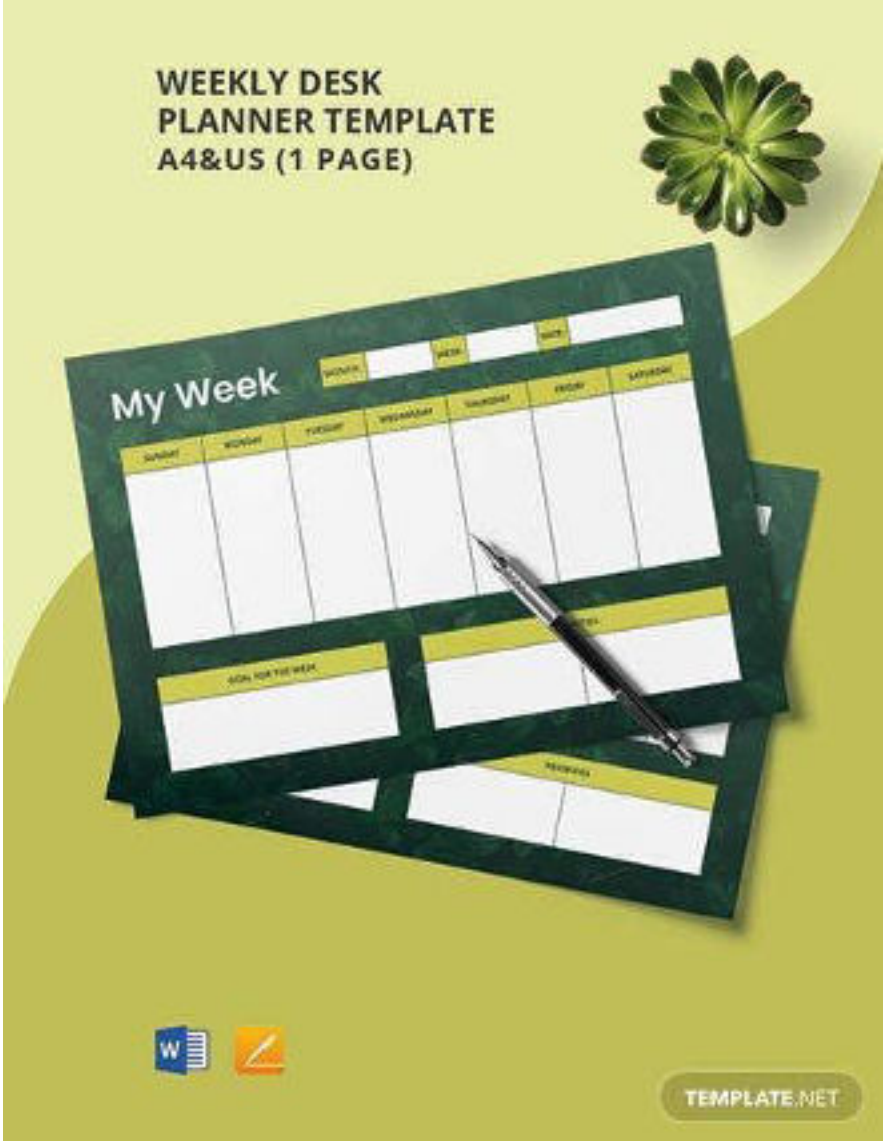
28. Basic Blog Banner Sample

If you're a blogger, time management is important for you. You need to set a date and time when to publish your blogs to keep your audience or followers engaged. So start managing your time better using our Basic [Blog Planner](#) Sample.



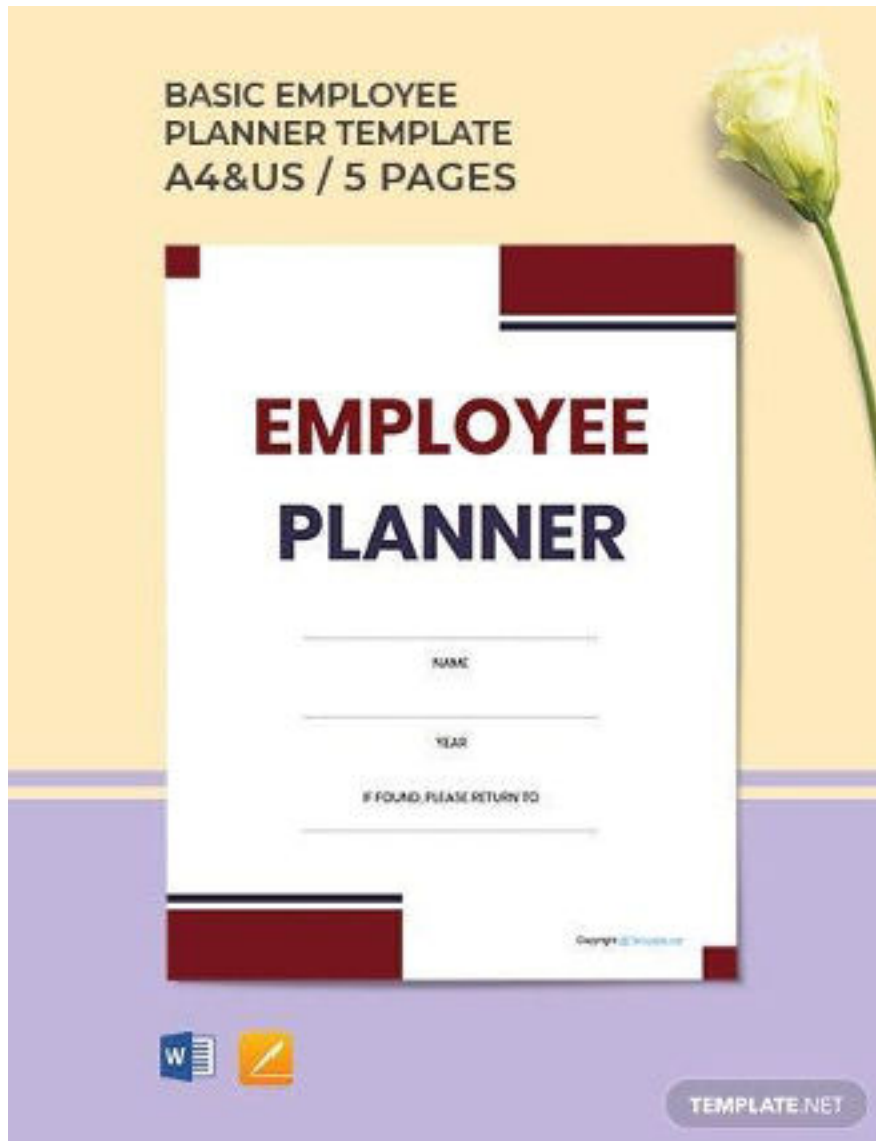
29. Weekly Desk Planner Sample

All of us have a hectic weekly schedule. Every week, we're swamped with work and other important matters. But with our Weekly [Desk Planner](#), you'll be able to manage them.



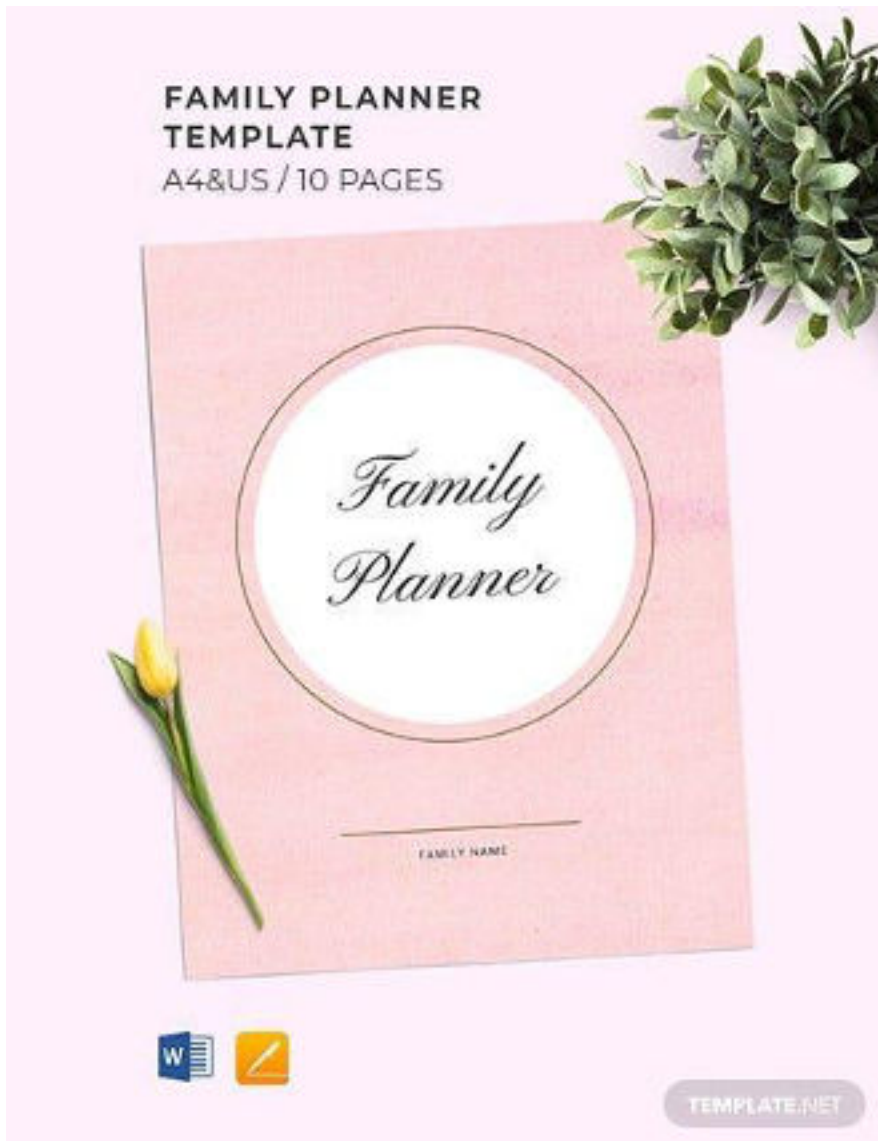
30. Basic Employee Planner Sample

Organize your workload with our Basic [Employee Planner](#) Sample. You can get work done on time and impress your boss in the process.



31. Family Planner Sample

Plan activities with your kids and wife/husband using our [Family Planner](#) Sample. You can schedule cleaning sessions, plan vacations, and plan other fun family-bonding stuff.



32. Basic Food Planner Sample

Plan your daily meals using our Basic [Food Planner](#) Sample. It has pages where you can plot your food shopping list and your breakfast, lunch, and dinner menu.



33. Weekly Goal Planner Sample

Each of us has goals to achieve every week, no matter how big or small. That's why we made our Weekly [Goal Planner](#) template. Anyone who wants a productive week can benefit from this sample.



34. Simple Health Planner Sample

"Health is wealth." It's a common saying but one that speaks volumes. Either you're healthy or suffering from a chronic illness, you need to look out for your health. Start now by downloading our Simple [Health Planner](#).



35. Monthly Marketing Planner Sample

If you work in a marketing department, your team can use our Monthly [Marketing Planner](#). It would be helpful in planning your marketing campaigns, setting deadlines, and organizing specific tasks.



36. Restaurant Business Planner Sample

Restaurants also need to plan their operations ahead. So if you own a restaurant, use our [restaurant planner](#) sample below. You can plan what dishes to serve, set sales quotas, and more.

RESTAURANT BUSINESS PLANNER

Month: Year:

	GOAL	TYPE	ESTIMATED DATE	START DATE	FINISH DATE
BRAINSTORM	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

NEW RECIPE	DESCRIPTION	PRICE
<input type="checkbox"/>		\$
<input type="checkbox"/>		\$
<input type="checkbox"/>		\$
<input type="checkbox"/>		\$

KEY TOOLS + RESOURCES	IMPORTANT TASKS
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

NOTE AND REMINDERS

Ps Ai Id

TEMPLATE.NET

37. Sales Planner Sample

Satisfactory sales numbers are what keeps businesses running. So if you're part of a sales team, make sure to meet your sales quotas. Achieving that objective starts by downloading our [Sales Planner](#) Sample.



38. Printable Self Care Planner Sample

Self-care is self-love, and self-care is healthy for us emotionally and physically. So starting today, follow a self-care routine. Plot one now with the help of our Printable [Self Care Planner](#).



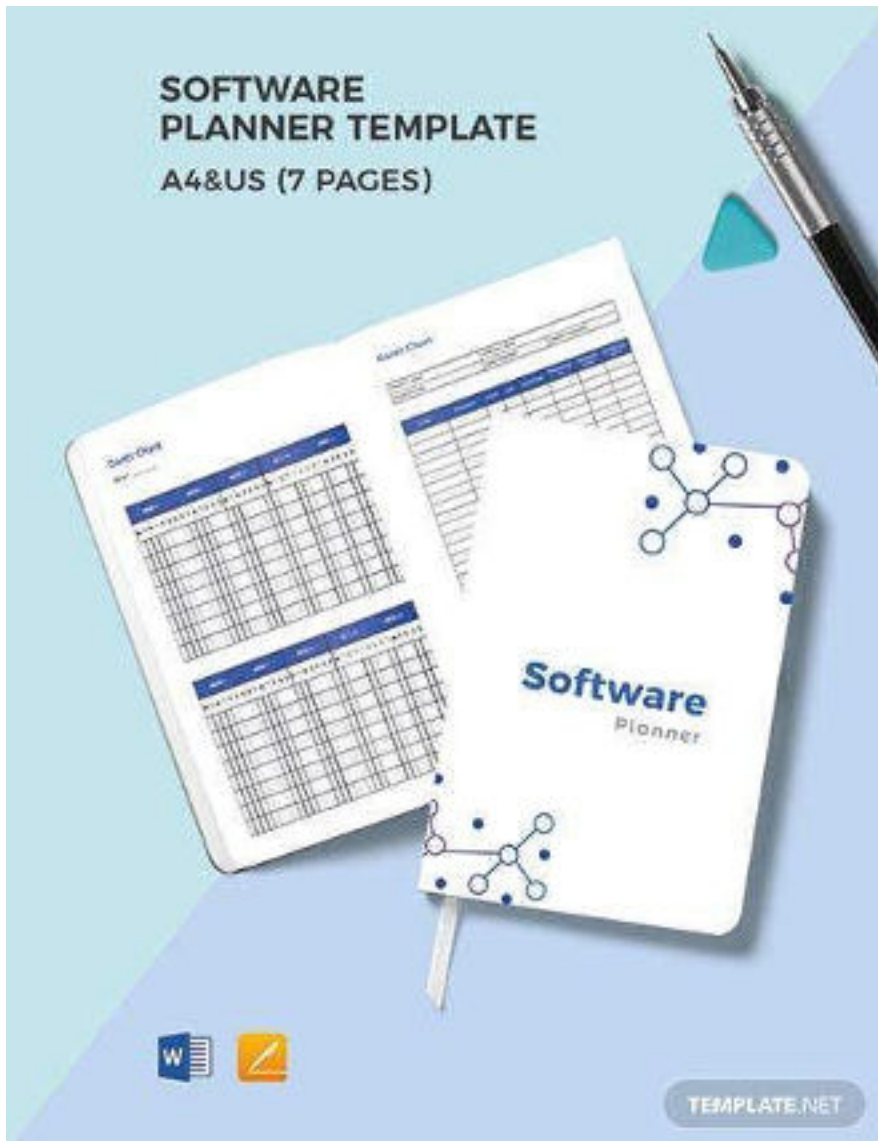
39. Basic Social Media Planner Sample

If you're a social media influencer, plan your content well using our Basic [Social Media Planner](#). This can help you release content consistently and keep your followers' engagement in the process.



40. Software Planner Sample

If you're a software developer, you'll like our [Software Planner](#) Sample. It can help you make plans for your software projects together with your dynamic team.



41. Basic Story Planner Sample

Our Basic [Story Planner](#) is made for writers of short stories, novels, articles, blogs, and other forms of literature. If you're a writer, use it to plan your next batch of stories and topics to tackle. This also helps you meet deadlines set by your editors.



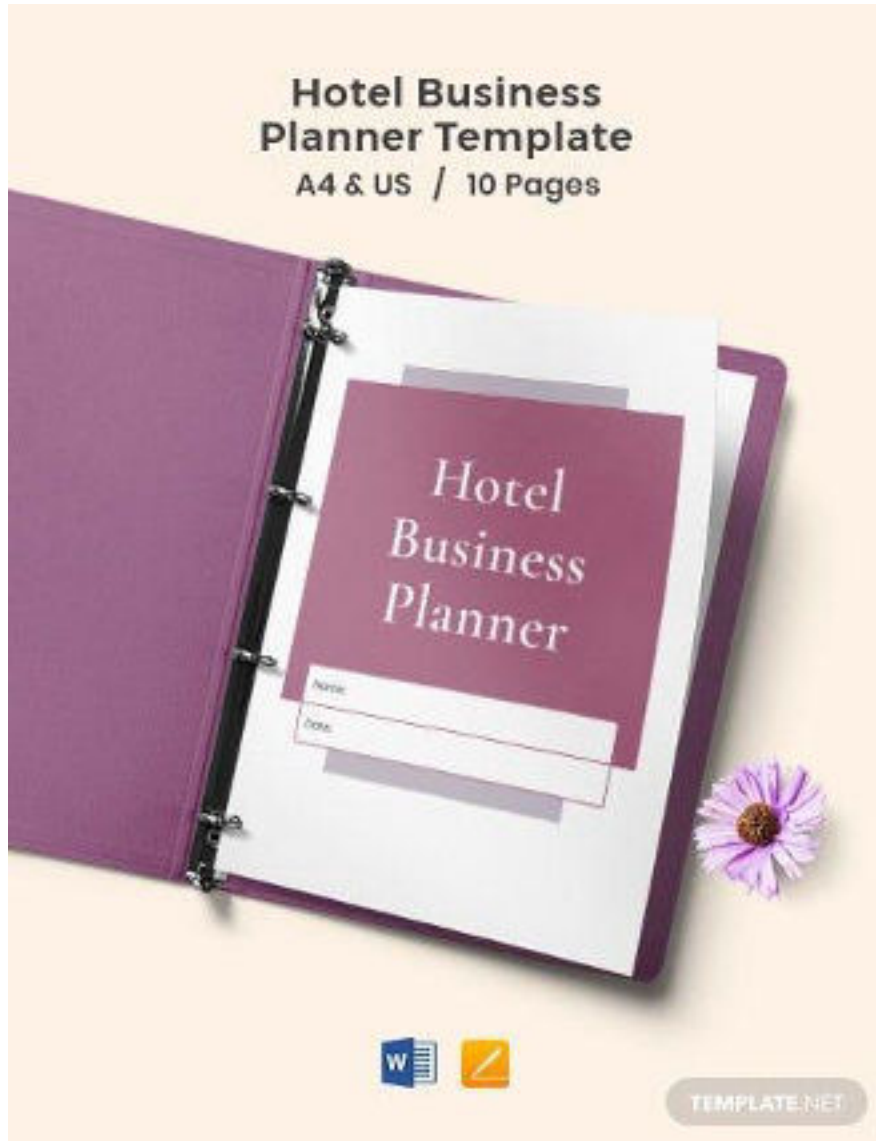
42. Weekly Homework Planner Sample

Either you're a high school, college, or post-graduate student, our Weekly [Homework Planner](#) is yours. Never miss homework again with this template's help. Keep up that A grade of yours.



43. Hotel Business Planner Sample

If you're planning to launch a hotel business, you can start conceptualizing it now using this [hotel planner](#). You can write down a draft of its vision and mission statement and goals. Your path towards becoming a hotel owner starts here.



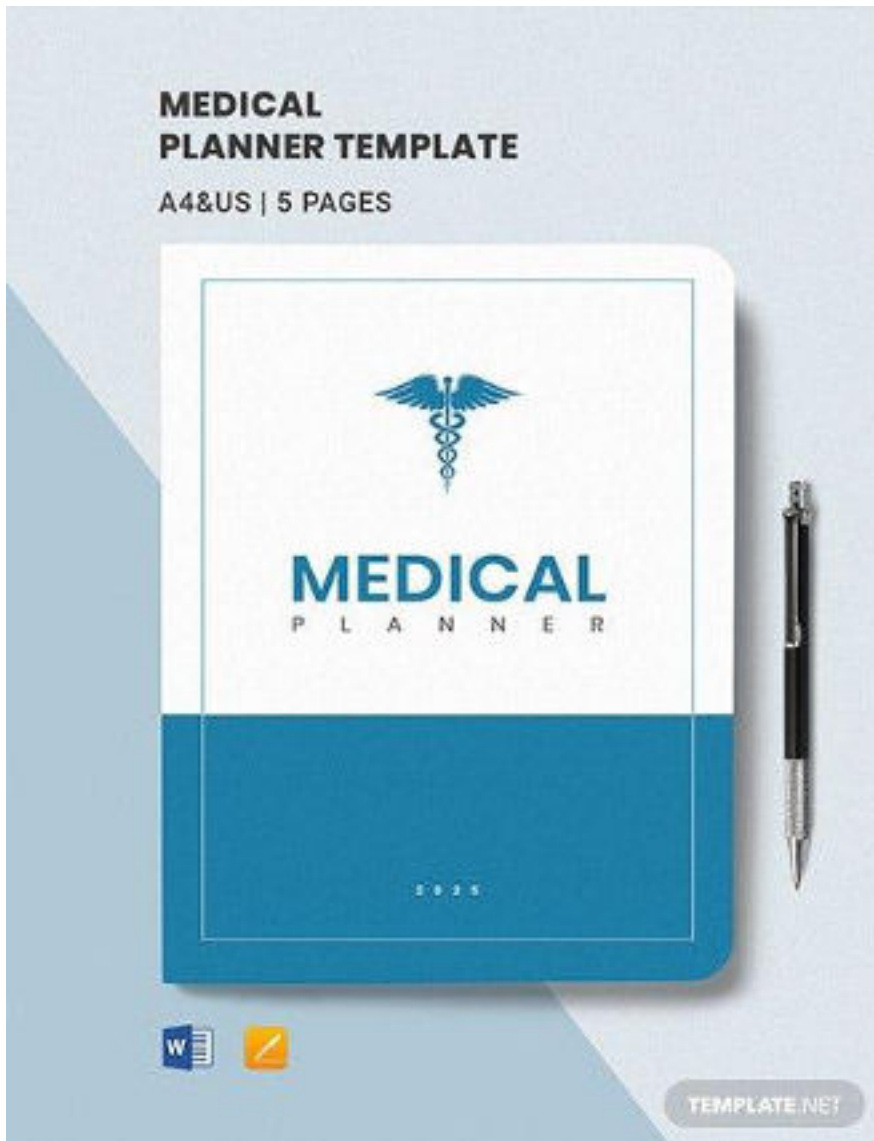
44. Editable Fitness Planner Sample

Here we have another excellent [fitness planner](#) sample. Use it to plan your fitness regime and achieve your desired physique in a few months' time.



45. Medical Planner Sample

Our [Medical Planner](#) is designed to help users track their medical appointments and prescriptions. Download this if you have some medical matters to attend to.



46. Project Management Planner Example

This project management planner sample is made by the CDC. It's very detailed and informative. It's a kind of planner for business use, not for personal use. Get this by clicking the download button beside the image.



47. Personal/Professional Development Planner Example

This planner example can help you plan your personal and professional development. It was shared publicly by the University of Edinburgh and we figured this might help you. So we included it on our list.

PERSONAL / PROFESSIONAL DEVELOPMENT PLAN - Template

Development needs for forthcoming year. (Include as many learning needs as required to achieve agreed objectives)

Learning and Development Need <small>Provide a specific description of the desired change (e.g. skills gained, knowledge acquired, specific knowledge/competence)</small>	Type of development <small>E.g. course, workshop, conference, self-development (research, reading, etc), Coaching, Mentoring, Job shadowing, Project work, General Management, etc.</small>	Timescales <small>E.g. Led or up to be completed in the next 6 months, Over next 1-2 years.</small>	Who is responsible? <small>E.g. Staff member, UoE L&D programme to support, Manager to arrange, Staff member to work with, Team and Manager, etc.</small>	Further comments <small>E.g. Resource requirements, Additional notes.</small>


48. Daily Instructional Lesson Planner Example

The Montgomery County Public Schools made this planner example to help teachers create lesson plans. So if you're a teacher, this is yours to take for free. Just click the download button below.

Daily Instructional Lesson Plan	
Content Area(s)/ Course/ Grade:	Unit:
Lesson Topic:	Date:
Teacher:	School:
Indicator(s)/ Sub-Outcome(s)/ Expectation(s):	
Student Outcome(s):	
Context for Learning	
Instructional Delivery	
Opening Activities/Motivation:	
Procedures:	
Assessment/Evaluation (Formative/Summative)	
Closure:	

49. Training Planner Example

This one's a training planner sample from the Government of British Columbia. Anyone can use it as their template and blueprint to craft their own training planners.



TRAINING PLAN TEMPLATE

Natural Resource Permitting Project (NRPP)

Insert Project Name

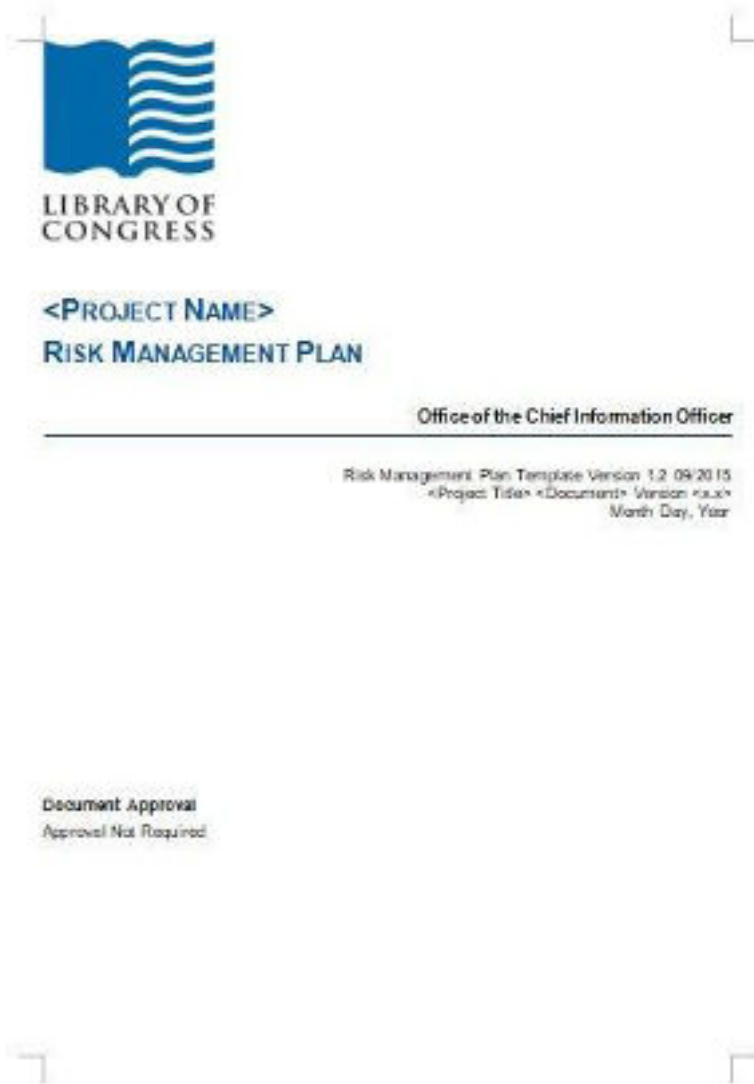
October 10, 2014 – Version 1.0

Change Management Lead, First Name, Last Name

Type here

50. Risk Management Planner Example

Create risk management plans for your company with this planner sample from the Library of Congress. It's professionally made and has a clean design.



Planner Format

In creating a planner, make sure that it has these sections:

1. Title of the Planner

Your planner should have a specific title. For instance, if your planner is to organize your week's homework, you can name it "Weekly Homework Planner."

2. List of Tasks or Objectives

The reason why you're making a planner in the first place is to accomplish certain tasks or objectives. That said, you should list all of them in your planner.

3. List of Materials and Resources

You should also list the materials and resources you need to accomplish your tasks and objectives. That way, you'll be reminded to prepare them way ahead.

4. Deadlines

Don't forget to specify what time and day you should finish each of your tasks. Deadlines are one of the core elements of your planner. They prompt you to accomplish your objectives on time.

FAQs

What do people usually write in a planner?

These are the things that the average organized person usually write in a planner:

- Goals and daily tasks
- Significant dates
- Budget plans
- Doctor appointments
- Important phone numbers
- Ideas

How should I organize a daily planner?

Here are some tips to organize your daily planner:

- Choose a planning system that works for you.

- List everything down.
- Separate your tasks by categorizing them.
- Allocate time to do the actual planning.
- Prioritize your tasks from the most important down to the least.

Do planners actually help us?

Absolutely! Planners can help us achieve our daily, weekly, or monthly objectives. It helps you keep track of your progress and reminds you of pending tasks.

Should I have more than one planner?

Yes, you can have more than one planner. It can help you manage your time better and it allows you to separate your personal and work-related tasks.

What apps should I open to create planners?

Use these apps to create planners:

- Microsoft Word
- Microsoft Excel
- Adobe PDF
- Apple Pages
- Apple Numbers
- Google Sheets
- Google Docs