Printable Daily Calendar

Answer key / Task 1

Transfer this invented example to the matching fields in the blank form: Start: 09:00; Finish: 09:30; Task: Read; Priority: High; Done: leave blank.

Answer: Start = 09:00; Finish = 09:30; Task = Read; Priority = High; Done = blank.

Start	Finish	Task	Priority	Done
09:00	09:30	Read	High	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Printable Daily Calendar

Answer key / Task 2

Transfer this invented example to the matching fields in the blank form: Start: 09:30; Finish: 10:00; Task: Write notes; Priority: Medium; Done: leave blank.

Answer: Start = 09:30; Finish = 10:00; Task = Write notes; Priority = Medium; Done = blank.

Start	Finish	Task	Priority	Done
09:30	10:00	Write notes	Medium	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Printable Daily Calendar

Answer key / Task 3

Transfer this invented example to the matching fields in the blank form: Start: 10:15; Finish: 10:45; Task: Practice; Priority: High; Done: leave blank.

Answer: Start = 10:15; Finish = 10:45; Task = Practice; Priority = High; Done = blank.

Start	Finish	Task	Priority	Done
10:15	10:45	Practice	High	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.

Printable Daily Calendar

Answer key / Task 4

Transfer this invented example to the matching fields in the blank form: Start: 11:00; Finish: 11:15; Task: Review; Priority: Low; Done: leave blank.

Answer: Start = 11:00; Finish = 11:15; Task = Review; Priority = Low; Done = blank.

Start	Finish	Task	Priority	Done
11:00	11:15	Review	Low	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.