Printable Daily Calendar

Reference / solved example

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.