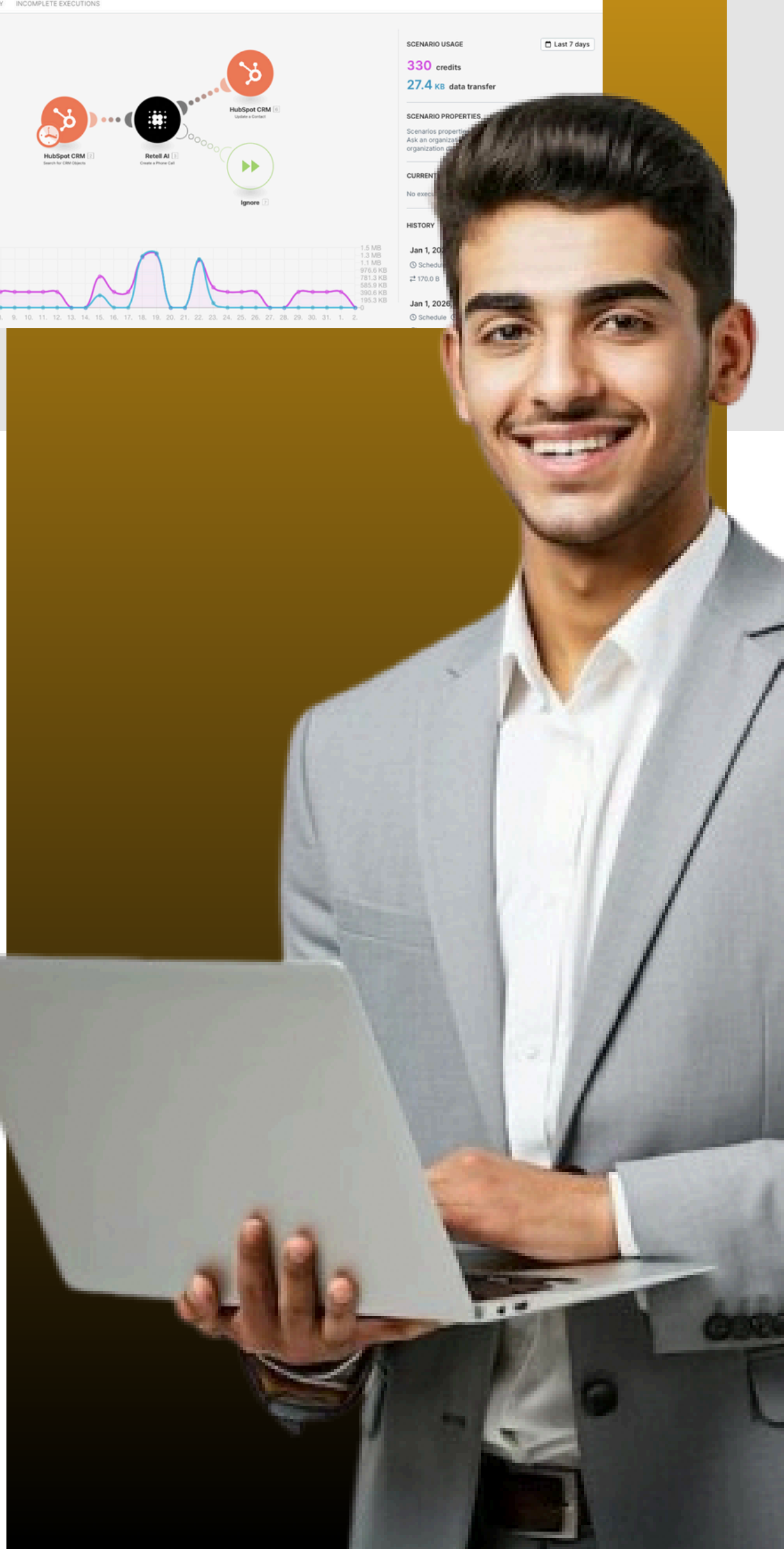




**JOB AID**

# DAILY PRIORITY PLANNING TEMPLATE

Helps align workload with realistic capacity.



## Template Content

- Available work hours today:
- Top 1–3 outcomes:
- Supporting tasks:
- Lower-priority items:
- Risks to delivery

### Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

