LARGE PRINT



Daily Schedule Template

A calm, steady day, written down

How to use • hourly timetable • time-block layout • sample day • weekly plan

Type in it on screen, or print as many copies as you like

Free from ElderlyDaily.com

How to Use This Template

PICK A LAYOUT • FILL IN THE FIXED POINTS FIRST

A written daily schedule takes the guesswork out of the day for an older adult and for everyone who helps. Choose the layout that fits: the hourly timetable when the day has many fixed times, or the time blocks when you want more flexibility.

FILLING IT IN

1. Write in the fixed points first: wake-up, meals, medicines and bedtime.
2. Add movement, activities, rest and social time around them.
3. Copy from the sample day on page 5 if you are not sure where to start.
4. Keep it where it is easy to see: on the fridge or beside a favorite chair.
5. Review it every few weeks, and after any change in health or care.

WHAT MAKES A GOOD DAILY ROUTINE

- Keep wake-up and bedtime at the same times every day: steady sleep anchors everything else.
- Space three meals and regular fluids through the day; dehydration is easy to miss in older adults.
- Build in some daily movement, even a few minutes: it protects strength, balance, and mood.
- Give the mind something too: a hobby, conversation, puzzles, or a favorite show.
- Tie medicines to fixed daily events so a dose is harder to forget.
- Aim for a little daylight and fresh air: it helps both sleep and spirits.
- Wind down before bed: dimmer lights, calmer activity, and no caffeine late in the day.

Hourly Timetable

ONE ROW PER HOUR, 6 AM TO 9 PM

NAME _____ DAY / DATE _____

TIME	ACTIVITY	NOTES	DONE
6:00 AM			☐
7:00 AM			☐
8:00 AM			☐
9:00 AM			☐
10:00 AM			☐
11:00 AM			☐
12:00 PM			☐
1:00 PM			☐
2:00 PM			☐
3:00 PM			☐
4:00 PM			☐
5:00 PM			☐
6:00 PM			☐
7:00 PM			☐
8:00 PM			☐
9:00 PM			☐

Time-Block Layout

MORNING, AFTERNOON, EVENING AND NIGHT

NAME _____ DAY / DATE _____

Morning

Wake to late morning

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Afternoon

Midday to late afternoon

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Evening

Dinner to bedtime

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Night

Overnight

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

A Sample Day

ONE REALISTIC, HEALTHY ROUTINE TO COPY AND ADJUST

Use this as a starting point, not a rulebook. Move the times to fit the person's own habits and energy.

TIME	ACTIVITY
7:00 AM	Wake, wash, and dress
7:30 AM	Breakfast with fluids + morning medicines
9:00 AM	Gentle movement: a short walk or chair exercises
10:00 AM	Purposeful activity: a hobby, reading, or light chores
12:00 PM	Lunch and a full glass of water
1:00 PM	Quiet rest or a short, early nap
2:30 PM	Social time, an outing, or a phone or video call
4:00 PM	Afternoon snack and fluids
5:30 PM	Dinner
6:30 PM	Relax: TV, reading, or time with family
8:00 PM	Evening medicines and wind-down
9:00 PM	Bedtime routine, lights out

Medicines: give them only as prescribed or as the label says. Tying each dose to a meal or a fixed time makes it harder to forget.

Weekly Plan

THE WEEK AT A GLANCE: PUT IT NEXT TO THE CALENDAR

WEEK STARTING _____

	MON	TUE	WED	THU	FRI	SAT	SUN
Morning							
Afternoon							
Evening							
Appointments							
Calls & visits							
Exercise							

NOTES FOR THE WEEK