

Thank You for Your Purchase: Dariet Daily Task Organiser Template

Proof of Purchase

Thank you for purchasing the Dariet Daily Task Organiser Template! This document serves as your proof of purchase.

We're happy to provide you with this simple Google Sheet template designed to help you plan and manage your daily tasks and boost your productivity.

Accessing Your Template:

Your purchased Daily Task Organiser Template is a Google Sheet accessible via the link provided below.

To access your template:

Please use the following link to open the Dariet Daily Task Organiser Template:

<https://docs.google.com/spreadsheets/d/1FhNKCEzUBTOpbcX8BXwtUOF9yEQtCV3mKllosjeLans/copy>

(You may need to copy and paste the link into your web browser if clicking is not enabled.)

Important: Please Make a Copy

The link above will take you to a view-only version of the template. **It is essential that you make your own editable copy of the Google Sheet before you begin adding your tasks.** This ensures your information is private and does not affect the original template or other users.

To make a copy:

1. Click on the template link to open the Google Sheet in your web browser.
2. Once the sheet is open, go to the **File** menu in the top left corner.
3. Select **Make a copy**.
4. Choose a name for your copy (e.g., "My Daily Tasks").
5. Select where you want to save it in your Google Drive.
6. Click **Make a copy**.

You can now work freely on your personal copy of the Daily Task Organiser.

Sincerely,

The Team at Dariet