



TIME BLOCKING

THE DISTRACTION-FREE WAY TO
STRUCTURE YOUR DAY

HOW TO USE THESE WORKSHEETS:

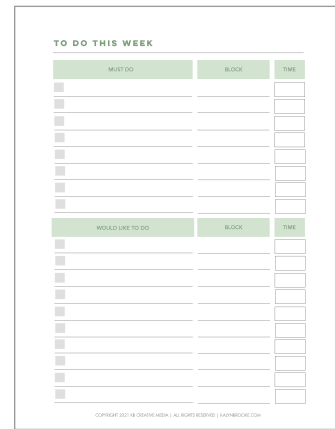
1 Create your Weekly Blueprint

Decide what your ideal week looks like based on the routines and types of things you normally do, then segment or chop up your day into main Category Blocks.



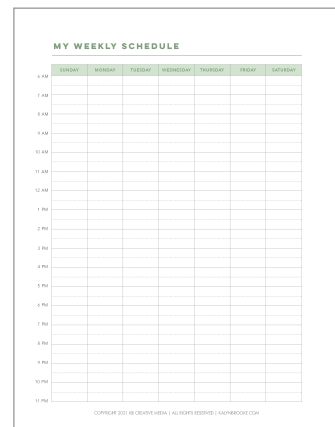
2 Make a Weekly Task List

At the beginning of each week, brain dump everything you need and want to accomplish, then assign it a Category Block and estimate the time you think it will take to accomplish.



3 Build Your Actual Week

- Using a fresh Weekly Schedule worksheet or Google Calendar, mark any fixed, must-do appointments and events. Since these are immovable, they must be added first.
- Next, insert your main Category Blocks (in 1-4 hour chunks), making sure to leave enough white space for margin and daily planning. Color code these blocks if you want!
- The night before or morning of, write out your daily to-do list based on the blocks you already have listed. Add and/or shift time blocks as needed.



MY WEEKLY SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							


TO DO THIS WEEK








MUST DO	BLOCK	TIME
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WOULD LIKE TO DO	BLOCK	TIME
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TODAY:

	DAILY SCHEDULE
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	
10 PM	
11 PM	

TOP PRIORITIES
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OTHER TASKS
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NOTES
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