

TIME BLOCKING TEMPLATE

PLANNING

TO-DO LIST ITEM	TIME NEEDED	NOTES
Item One Description	1-2 hours	
Item Two Description	25 minutes	3X / wk
Item Three Description	4 hours	
Item Four Description	45 minutes	Tuesday morning

SCHEDULE

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM			Item 4				
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM		Item 2					
10:30 AM					Item 1		
11:00 AM			Item 3				
11:30 AM							
12:00 PM				Item 2			
12:30 PM							
1:00 PM							
1:30 PM						Item 2	
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM						Item 2	
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