Time Blocking Template: Weekly

Week of: _____

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							

Block types: D Deep work | S Shallow / admin | M Meeting / call | R Reactive (email, chat) | B Buffer / blank space | P Personal / non-negotiable

Type the letter, a space, then the task. Leave blank time on purpose; when a block slips, move it, don't delete it.

Time Blocking Template: Daily

Date: _____

Top 3 priorities

1	
2	
3	

Time	Type	Task	Status
6:00 AM			Done Moved Dropped
6:30 AM			Done Moved Dropped
7:00 AM			Done Moved Dropped
7:30 AM			Done Moved Dropped
8:00 AM			Done Moved Dropped
8:30 AM			Done Moved Dropped
9:00 AM			Done Moved Dropped
9:30 AM			Done Moved Dropped
10:00 AM			Done Moved Dropped
10:30 AM			Done Moved Dropped
11:00 AM			Done Moved Dropped
11:30 AM			Done Moved Dropped
12:00 PM			Done Moved Dropped
12:30 PM			Done Moved Dropped
1:00 PM			Done Moved Dropped
1:30 PM			Done Moved Dropped
2:00 PM			Done Moved Dropped
2:30 PM			Done Moved Dropped
3:00 PM			Done Moved Dropped
3:30 PM			Done Moved Dropped
4:00 PM			Done Moved Dropped
4:30 PM			Done Moved Dropped
5:00 PM			Done Moved Dropped
5:30 PM			Done Moved Dropped
6:00 PM			Done Moved Dropped
6:30 PM			Done Moved Dropped
7:00 PM			Done Moved Dropped
7:30 PM			Done Moved Dropped
8:00 PM			Done Moved Dropped
8:30 PM			Done Moved Dropped
9:00 PM			Done Moved Dropped
9:30 PM			Done Moved Dropped

Shutdown / tomorrow (what moved, what comes first tomorrow)

D Deep work S Shallow / admin M Meeting / call R Reactive B Buffer / blank space P Personal

Write the block letter in Type. Moved = re-block it, don't delete it.