

# DAILY TIME BLOCKS

Date: \_\_\_\_\_

**Routine**  
**Deep Work**  
**Admin/Email**  
**Personal/Break**

06:00 AM    Morning Routine

07:00 AM

08:00 AM    Inbox & Planning

09:00 AM    Project Focus A

10:00 AM

11:00 AM

12:00 PM    Lunch Break

01:00 PM    Project Focus B

02:00 PM

03:00 PM    Meetings / Calls

04:00 PM

05:00 PM **Shutdown Ritual**

06:00 PM

07:00 PM

08:00 PM