

TIME BLOCKING CHART

Date: _____

TOP PRIORITY

SECONDARY

NOTES

TIME

FOCUS BLOCK

OUTCOME/DONE

06:00 AM

07:00 AM

08:00 AM

09:00 AM

10:00 AM

11:00 AM

12:00 PM

01:00 PM

02:00 PM

03:00 PM

04:00 PM

05:00 PM

06:00 PM

07:00 PM

08:00 PM

Plan the work, then work the plan.