TIME BLOCKING · DAY

DATE _____

# One day, *block by block.*

*Choose the three things that matter, then give each one a block. Leave room for what you didn't plan, and when the day breaks, redraw the rest of it instead of giving up on it.*

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

## I MUST DO THREE AT MOST

1 _____ ○

2 _____ ○

3 _____ ○

## II SHALLOW WORK IN BATCHES

AT _____ _____

AT _____ _____

## III MOVED BLOCKS THAT BROKE

## IV SHUTDOWN END OF THE DAY

○ Everything open is written down

○ Tomorrow's first block is set

○ Tomorrow's calendar is checked

Done for the day at _____

How to time block, with an example day: plannedo.com/blog/time-blocking-template

Plannedo

WEEK OF _____

# A week of blocks, *one theme a day.*

*Put the week's big three in first, give each day a theme, then fill the rest around them. Meetings go in last, where they do the least damage.*

## I THE WEEK'S BIG THREE

1 _____ 2 _____ 3 _____

| | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| THEME | | | | | | | |
| 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 | | | | | | | |

DATE Tue, Nov 10

# One day, *block by block.*

*Choose the three things that matter, then give each one a block. Leave room for what you didn't plan, and when the day breaks, redraw the rest of it instead of giving up on it.*

6 AM

7 AM — Run, breakfast

8 AM

9 AM — Deep work: draft the Q1 plan

10 AM

Buffer

11 AM — Email + Slack, one batch

1:1 with Sam

12 PM — Lunch, walk

1 PM — Team sync

2 PM — Client call (not planned!)

3 PM — Design review, moved from 2:00

4 PM

Shutdown: plan tomorrow

5 PM

6 PM — Cook, dinner

7 PM

8 PM

9 PM — Read

## I MUST DO THREE AT MOST

1. Draft the Q1 plan ☑
2. Feedback on the new designs ☑
3. Book the dentist ☐

## II SHALLOW WORK IN BATCHES

AT 11:00 email, Slack, approvals

AT 4:00 expenses, scheduling

## III MOVED BLOCKS THAT BROKE

Design review 2:00 → 3:00 (client call)

Admin batch → tomorrow, 9:00

Dentist → call Thursday, 8:45

## IV SHUTDOWN END OF THE DAY

☑ Everything open is written down

☑ Tomorrow's first block is set

☑ Tomorrow's calendar is checked

Done for the day at 5:05