FREE WORKSHEET · THE SHORT VERSION, SUBJECT 42

Time blocking template

- [ ] TONIGHT, 10 MINUTES

Block tomorrow. Give each working hour below a job. Put one focus block of about 90 minutes at your sharpest time, with the task named, and leave at least one buffer.

Done on _____

- [ ] DURING THE DAY

Re-plan at the break. When something overruns or lands on you, rewrite the hours that are left in the re-plan column. Move the focus block rather than lose it.

Done on _____

- [ ] FRIDAY, 5 MINUTES

Count the focus hours. For each day, write the focus hours you planned and the ones that happened. Plan next week from the second number.

Done on _____

TOMORROW IN BLOCKS

Hour	Block: task, email, admin, meeting or buffer	Re-plan
08:00 to 09:00		
09:00 to 10:00		
10:00 to 11:00		
11:00 to 12:00		
12:00 to 13:00		
13:00 to 14:00		
14:00 to 15:00		
15:00 to 16:00		
16:00 to 17:00		
17:00 to 18:00		

FOCUS HOURS THIS WEEK

Focus hours	Mon	Tue	Wed	Thu	Fri
Planned					
Happened					