Daily time-blocking plan

Day _____ Date _____

SCHEDULE (block each task into a slot; leave gaps for the unexpected)

05:00	
06:00	
07:00	
08:00	
09:00	
10:00	
11:00	
12:00	
13:00	
14:00	
15:00	
16:00	
17:00	
18:00	
19:00	
20:00	
21:00	
22:00	

TOP 3 (if only these get done, the day counts)

#	TASK	MIN
1		
2		
3		

EVERYTHING ELSE

TASK	MIN	✓

WORKLOAD (shade one box per hour planned; past 7 means too much)

1h	2h	3h	4h	5h	6h	7h

NOTES

EVENING REVIEW

DONE TODAY

MOVES TO TOMORROW