HOW TO USE THIS TIMEBLOCK SHEET

1 WRITE DATE

2 OUTLINE YOUR TOP 3 PRIORITIES

3 WRITE DOWN YOUR TASKS

4 ASSIGN A TIME FOR YOUR TASKS AND INCLUDE ANY EVENTS

HALF HOUR BLOCKS

GRID ALLOWS UNSTRUCTURED LIST MAKING

DATE Tues 20th AUG

TODAY'S PRIORITIES

- SEND FILES TO PRINTER
- TAX RETURN
- DESIGN TIMEBLOCK SHEET

TASK DUMP

DAILIES:
- YOGA
- MEDITATION
- SKINCARE ROUTINE
- RECORD EXPENSES
- READ 1 HR

TASKS:
- CONFIRM SHOOT
- LOOK AT MOVIE TIMES
- BUY TOILET PAPER
- BUY APPLES
- DROP OFF LAUNDRY

	:00	:30
5	WAKE UP	
6	SHOWER	BREAKFAST
7	MEDITATE	
8	DROP OFF LAUNDRY	CONFIRM SHOOT
9	SEND FILES TO PRINT	
10		
11	LUNCH	YOGA CLASS
12	YOGA CLASS	
1	DESIGN TIMEBLOCK SHEET	
2	TAXES	TAXES
3	TAXES	TAXES
4	GROCERY SHOPPING	
5	COOK DINNER	COOK DINNER
6		CHECK MOVIE TIMES
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9	READ	READ
10	RECORD EXPENSES	SKINCARE
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DATE

TODAY'S PRIORITIES

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