

HOW TO PLAN YOUR SCHEDULE WITH *Time Blocking*

Plan your week ahead of time...

Set aside 1-2 hours on Sunday, then 15 minutes to review and update each day, plus 15-minute breaks in between tasks.



1-2 hours on Sunday
15 minutes a day

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Get Ready	Get Ready	Get Ready	Get Ready	Get Ready		
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
101+ blog title template post	Call with Judy	Branding eBook	upgrade for niche post	Landing pages for content upgrades	Call Judy	
	Branding eBook				Workout	Workout
					Record next steps for Mimi	Break
Lunch	Lunch	Lunch	Lunch	Lunch		



How to time block



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blocking video
tutorial*

Tutorial Time Blocking Planner

**Lois A. Williams, Beth McCord
Kobett, Ruth Harbin Miles**



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