

TIME BLOCKING PLANNER

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The image displays a double-page spread of a 'Time Blocking Planner' template. The template is designed for daily use, with each page featuring a header section labeled 'Time Blocking' and a date field (e.g., 'Date: / /'). The main body of each page is organized into four vertical columns. The first column on the left is the largest and is intended for scheduling tasks, with rows labeled 'Morning', 'Afternoon', 'Evening', and 'Night'. The second column is labeled 'Today's Priorities' and contains a list of horizontal lines for prioritizing tasks. The third column is labeled 'Next Steps' and also contains a list of horizontal lines. The fourth column is labeled 'Delegation' and contains a list of horizontal lines. At the bottom of each page, there is a 'Notes' section with a horizontal line and a space for additional notes. The template is presented in a clean, minimalist style with a light blue background and black text.

Guide Time Blocking Planner

Clemens Wendtner



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