

TIME BLOCKING PLANNER

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The image shows a double-page spread of a time blocking planner template. Each page has a header 'Time Blocking' and a date field. The main area is divided into four columns: a large left column for tasks, and three right columns labeled 'Priority', 'Focus', and 'Notes'. Each of these right columns has a header and a list of checkboxes. At the bottom of each page is a 'Notes' section.

Left Page:

- Time Blocking** [Date:]
- Task List:** Five large rectangular boxes for task entry.
- Priority:** A column with a header 'PRIORITY' and a list of checkboxes.
- Focus:** A column with a header 'FOCUS' and a list of checkboxes.
- Notes:** A column with a header 'NOTES' and a list of checkboxes.
- Notes:** A section at the bottom of the page for additional notes.

Right Page:

- Time Blocking** [Date:]
- Task List:** Five large rectangular boxes for task entry.
- Priority:** A column with a header 'PRIORITY' and a list of checkboxes.
- Focus:** A column with a header 'FOCUS' and a list of checkboxes.
- Notes:** A column with a header 'NOTES' and a list of checkboxes.
- Notes:** A section at the bottom of the page for additional notes.

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Jade Summers



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