



WEEKLY & MONTHLY PLANNER SPREADSHEETS

TIME BLOCKING

Madeline's
WEEKLY TIME BLOCKING

MONTH	July
Week	Week 2 (28 Jul to 04 Aug)

CATEGORY TIME TRACKER

Week 2 (28 Jul to 04 Aug)



CATEGORY	hrs	%
work	40.0	24%
Sleeping	56.0	33%
Free Time	28.0	17%
Commute	12.0	7%
Exercise	10.0	6%
Family Time	9.0	5%
Morning Routine	8.0	5%
Personal Chores	6.0	4%
Lunch	5.0	3%
Bedtime Routine	2.0	1%

Monday, 8 July

Your day is planned!

START TIME	CATEGORY	ACTIVITY	DURATION	
			hr	min
7:00 am	Morning Routine	Morning Workout	1	0
7:30 am	Morning Routine	Wake Up	0	30
8:00 am	Morning Routine	Breakfast	0	30
8:30 am	Commute	Drive to work	0	30
9:00 am	Work	Project Meeting	0	30
9:30 am	Work	Work on Report	0	30
10:00 am	Lunch	Lunch Break	0	30
10:30 am	Work	Client Call	0	30
1:00 pm	Work	Team Collaboration	0	30
4:00 pm	Errands	Grocery Shopping	0	30
5:00 pm	Errands	Pick Up Dry Cleaning	0	30
6:00 pm	Errands	Bank Visit	0	30
6:30 pm	Commute	Drive to Home	0	30
7:00 pm	Family Time	Dinner with Family	0	30
8:00 pm	Free Time	Read a Book	0	30
9:00 pm	Personal Chores	Clean the House	0	30
10:00 pm	Free Time	Check Social Media	0	30
10:30 pm	Personal Chores	Online Course	0	30
10:45 pm	Bedtime Routine	Prepare for Bed	0	15
11:00 pm	Free Time	Play a Musical Instrument	0	30
11:30 pm	Free Time	Meditation	0	30
11:45 pm	Free Time	Plan the Next Day	0	15
12:00 am	Bedtime	Sleep	1	0

Tuesday, 9 July

10 min left to go

START TIME	CATEGORY	
8:00 pm	Commute	
8:30 pm	Family Time	
10:00 pm	Free Time	
10:30 pm	Free Time	
10:45 pm	Personal Chores	
11:00 pm	Free Time	
11:30 pm	Bedtime Routine	
11:45 pm	Free Time	
12:00 am	Free Time	
6:45 am		

EASY TO USE

VIDEO TUTORIAL

WEEKLY TIME BLOCK

SMART CALENDAR

Pro Time Blocking Planner

Lei Huang

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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