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			Call Judy	
	Branding eBook		upgrade for niche post	Landing pages for content upgrades	Workout	Workout
					Break	Brand challenge
		Record next steps for Mimi			Plan Danielle's bridal shower	
Lunch	Lunch	Lunch	Lunch	Lunch		







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Time Blocking Planner Tutorial

Richard Gentry, Ph.D., Jan McNeel, M.A.Ed.

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