

# 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                          |                               |                 |
|                               | Call with Judy |                            |                        |                                    | Call Judy                     |                 |
| 101+ blog title template post |                | Branding eBook             |                        |                                    | Workout                       | Workout         |
|                               | Branding eBook |                            | upgrade for niche post | Landing pages for content upgrades | Break                         |                 |
|                               |                | Record next steps for Mimi |                        |                                    |                               |                 |
| Lunch                         | Lunch          | Lunch                      | Lunch                  | Lunch                              | Plan Danielle's bridal shower | Brand challenge |



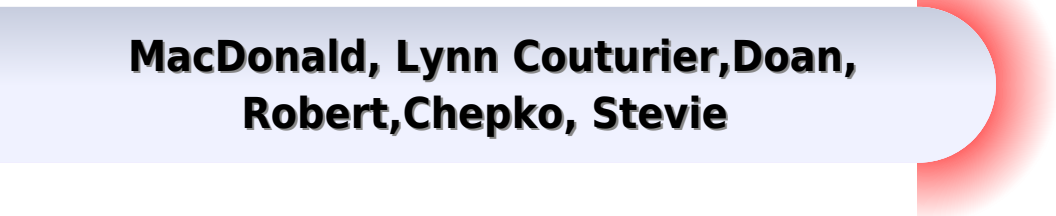
How to time block



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blocking video  
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# Time Blocking Planner Tutorial

**MacDonald, Lynn Couturier, Doan,  
Robert, Chepko, Stevie**



## **Time Blocking Planner Tutorial:**

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a letter of reprimand or a disciplinary letter is a part of a policy focused on progressive discipline it s used by the management to control the behavior of the employees the letter is one of the final corrective steps that supervisors use against employees before they consider to either suspend or terminate him

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dear recipients name we are writing this letter as a notification of a written warning for your violation of specify company s policy your no pay suspension will start from insert date insert the summary of reason for the disciplinary action we would like to inform you that further misconduct in the future may lead to another

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this type is behavior creates control destroys standard workflow furthermore compromises teamwork insubordination would undermine a supervisor s level of respect and ability toward

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please note if it is found that your act of insubordination was intentional without any valid reasons then it may result in disciplinary action against you viz penalty in terms of deduction from salary reduction suspension from work or termination from your employment or any other appropriate action as decided by the management as per the

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