



## 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         | 16.0 | 10% |
| Exercise        | 16.0 | 10% |
| Family Time     | 16.0 | 10% |
| Morning Routine | 16.0 | 10% |
| Personal Chores | 16.0 | 10% |
| Lunch           | 16.0 | 10% |
| Bedtime Routine | 16.0 | 10% |

Monday, 8 July

Your day is planned!

| START TIME | CATEGORY        | ACTIVITY                  | DURATION |     |
|------------|-----------------|---------------------------|----------|-----|
|            |                 |                           | hr       | min |
| 7:00 am    | Morning Routine | Morning Workout           | 1        | 00  |
| 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        | 00  |

Tuesday, 9 July

10 min left to go

| START TIME | CATEGORY        | ACTIVITY        |
|------------|-----------------|-----------------|
| 8:00 pm    | Commute         | Drive to work   |
| 8:30 pm    | Family Time     | Family Time     |
| 10:00 pm   | Free Time       | Free Time       |
| 10:30 pm   | Free Time       | Free Time       |
| 10:45 pm   | Personal Chores | Personal Chores |
| 11:00 pm   | Free Time       | Free Time       |
| 11:30 pm   | Bedtime Routine | Bedtime Routine |
| 11:45 pm   | Free Time       | Free Time       |
| 12:00 am   | Free Time       | Free Time       |
| 12:30 am   | Free Time       | Free Time       |

EASY TO USE

VIDEO TUTORIAL

WEEKLY TIME BLOCK

SMART CALENDAR

# Time Blocking Planner Pro

**Hongru Du**

A red circular graphic with a gradient, appearing as a stylized arrow or a decorative element, positioned to the right of the author's name.

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