

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



*Watch the time
blocking video
tutorial*

Tips Time Blocking Planner

Xiaolong Qi

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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