

# 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<br>template<br>post | Call with Judy | Branding eBook | upgrade for niche<br>post | Landing pages<br>for content<br>upgrades | Call Judy                     |         |
|                                     | Branding eBook |                |                           |                                          | Workout                       | Workout |
|                                     |                |                |                           |                                          | Record next<br>steps for Mimi | Break   |
|                                     |                |                |                           |                                          |                               |         |
| Lunch                               | Lunch          | Lunch          | Lunch                     | Lunch                                    |                               |         |
|                                     |                |                |                           |                                          |                               |         |



How to time block



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blocking video  
tutorial*

# Tutorial Time Blocking Planner

**JE Gale**



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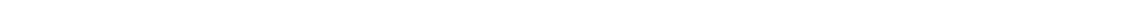
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