

TIME BLOCKING PLANNER

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The image displays a double-page spread of a time blocking planner template. Each page is divided into two main columns: 'Time Blocking' on the left and 'Task/Event' on the right. The 'Time Blocking' column contains a grid of time slots, while the 'Task/Event' column provides space for scheduling activities. The template includes sections for 'Today's Priorities', 'Next Steps', and 'Goals'. The pages are bound in the center, and the overall design is clean and professional.

Left Page:

- Time Blocking:** A grid with 6 rows and 2 columns. The first column is labeled 'Time' and the second column is labeled 'Blocking'.
- Task/Event:** A grid with 6 rows and 2 columns. The first column is labeled 'Task/Event' and the second column is labeled 'Priority'.
- Today's Priorities:** A section with 5 rows for listing priorities.
- Next Steps:** A section with 5 rows for listing next steps.
- Goals:** A section with 2 rows for listing goals.

Right Page:

- Time Blocking:** A grid with 6 rows and 2 columns. The first column is labeled 'Time' and the second column is labeled 'Blocking'.
- Task/Event:** A grid with 6 rows and 2 columns. The first column is labeled 'Task/Event' and the second column is labeled 'Priority'.
- Today's Priorities:** A section with 5 rows for listing priorities.
- Next Steps:** A section with 5 rows for listing next steps.
- Goals:** A section with 2 rows for listing goals.

Guide Time Blocking Planner

Shasha Hu

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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