

# 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                                    | Plan Danielle's<br>bridal shower | Brand challenge |
|                                     |                |                               |                           |                                          |                                  |                 |



How to time block



*Watch the time  
blocking video  
tutorial*

# Tutorial Time Blocking Planner

**RS Peters**



## **Tutorial Time Blocking Planner:**

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