



## 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         | 12.0 | 7%  |
| Exercise        | 10.0 | 6%  |
| Family Time     | 9.0  | 5%  |
| Morning Routine | 8.0  | 5%  |
| Personal Chores | 6.0  | 4%  |
| Lunch           | 5.0  | 3%  |
| Bedtime Routine | 2.0  | 1%  |

Monday, 8 July

Your day is planned!

| START TIME | CATEGORY        | ACTIVITY                  | DURATION |     |
|------------|-----------------|---------------------------|----------|-----|
|            |                 |                           | hr       | min |
| 7:00 am    | Morning Routine | Morning Workout           | 1        | 0   |
| 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        | 0   |

Tuesday, 9 July

10 min left to go

| START TIME | CATEGORY        |  |
|------------|-----------------|--|
| 8:00 pm    | Commute         |  |
| 8:30 pm    | Family Time     |  |
| 10:00 pm   | Free Time       |  |
| 10:30 pm   | Free Time       |  |
| 10:45 pm   | Personal Chores |  |
| 11:00 pm   | Free Time       |  |
| 11:30 pm   | Bedtime Routine |  |
| 11:45 pm   | Free Time       |  |
| 12:00 am   | Free Time       |  |
| 1:00 am    |                 |  |
| 1:30 am    |                 |  |
| 2:00 am    |                 |  |

EASY TO USE

VIDEO TUTORIAL

WEEKLY TIME BLOCK

SMART CALENDAR

# Pro Time Blocking Planner

**Xiaolong Qi**



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