

# 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

**Cal Newport**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the Cal Newport text.

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