

# HOW TO USE THIS DAILY TIMEBLOCK SHEET

**1** WRITE DATE

DATE Tues 20th AUG

**2** OUTLINE YOUR TOP 3 PRIORITIES

**3** WRITE DOWN YOUR TASKS

**4** ASSIGN A TIME FOR YOUR TASKS AND INCLUDE ANY EVENTS

**HALF HOUR BLOCKS**

**GRID ALLOWS UNSTRUCTURED LIST MAKING**

**TODAY'S PRIORITIES**

SEND FILES TO PRINTER
TAX RETURN
DESIGN TIMEBLOCK SHEET

**TASK DUMP**

DAILIES:

- YOGA
- MEDITATION
- SKINCARE ROUTINE
- RECORD EXPENSES
- READ 1 HR

TASKS:

- CONFIRM SHOOT
- LOOK AT MOVIE TIMES
- BUY TOILET PAPER
- BUY APPLES
- DROP OFF LAUNDRY

	:00	:30
6	WAKE UP	
7	SHOWER	BREAKFAST
8	MEDITATE	
9	DROP OFF LAUNDRY	CONFIRM SHOOT
10	SEND FILES TO PRINT	
11		
12	LUNCH	YOGA CLASS
1	YOGA CLASS	
2	DESIGN TIMEBLOCK SHEET	
3	TAXES	TAXES
4	TAXES	TAXES
5	GROCERY SHOPPING	
6	COOK DINNER	COOK DINNER
7		CHECK MOVIE TIMES
8		
9		
10	READ	READ
11	RECORD EXPENSES	SKINCARE
12		

DATE

## TODAY'S PRIORITIES


## TASK DUMP

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DATE \_\_\_\_\_

## TODAY'S PRIORITIES

**:30**

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## TASK DUMP

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