

TIME BLOCKING PLANNER

Printable Template

Canva

AI

EPS

PDF

The image shows a double-page spread of a time blocking planner template. Each page has a header 'Time Blocking' and a date field. The main area is divided into four columns: a large left column for tasks, and three right columns labeled 'TO DO LIST', 'PENDING TASKS', and 'COMPLETED'. Each of these right columns has a vertical list of checkboxes. At the bottom of each page is a 'Notes' section.

Time Blocking DATE: _____

TO DO LIST

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PENDING TASKS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

COMPLETED

Notes

Time Blocking DATE: _____

TO DO LIST

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PENDING TASKS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

COMPLETED

Notes

Time Blocking Planner Ebook

**Steven McShane, Mara Olekalns, Alex
Newman, Angela Martin**



Time Blocking Planner Ebook:

The Time-Block Planner Cal Newport, 2020 [The Time-Blocking Day Planner](#) Luke Seavers, 2021-01-03 REACH ALL OF YOUR GOALS IN 2021 The Time Blocking Day Planner is a companion to the book Time Blocking Your Method to Supercharge Productivity Reach Your Goals This unique planner will help you to reverse engineer your goals for this year converting them into actionable steps for you to complete and allow you to Time Block these tasks on a daily basis Time Blocking is more than just a time management technique it is a tool to help you manage your FOCUS Check out the book Time Blocking by Luke Seavers to learn more about the Time Blocking Method Section 1 provides space for articulating your life s essentials including your purpose statement values and life goals so you can translate these into your essential goals for the year In Section 2 you will be able to plan and Time Block the weeks or months out of the year you will dedicate to completing each of your essential goals In Sections 3 and 4 use Time Blocking to design a repeatable routine for your Ideal Day and your Ideal Week to reduce decision fatigue The final section acts as a daily journal with Time Blocking sheets for each weekday so that you can block off your essential tasks at the beginning of every day TABLE OF CONTENTS Section 1 Determine Your Essentials Section 2 Macro Blocking Section 3 Design Your Day Section 4 Design Your Week Section 5 Day Blocking

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