

# TIME BLOCKING PLANNER

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The image shows an open spiral-bound planner with two pages. Each page is titled "Time Blocking" and contains a grid for scheduling. The grid is organized into four columns: "Date", "Time", "Task", and "Priority".

- Date:** A column for the day of the week, with a header "Date" and a sub-header "Day of the Week".
- Time:** A column for the hour, with a header "Time" and a sub-header "Hour".
- Task:** A column for the activity, with a header "Task" and a sub-header "Task".
- Priority:** A column for the importance level, with a header "Priority" and a sub-header "Priority".

Each page has a "Date" field at the top right and a "Time" field at the top left. The grid is divided into four rows, each corresponding to a different time slot. The planner is set against a light purple background.

# Toolkit Time Blocking Planner

**Richard Bailey**



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