

# 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		
101+ blog title template post	Call with Judy	Branding eBook	upgrade for niche post	Landing pages for content upgrades	Call Judy	Workout
	Branding eBook				Workout	
		Record next steps for Mimi			Break	
Lunch	Lunch	Lunch	Lunch	Lunch	Plan Danielle's bridal shower	Brand challenge



How to time block



*Watch the time blocking video tutorial*

# Tutorial Time Blocking Planner

**Gail E. Tompkins, Kenneth Hoskisson**



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