**** **Daily Task List with Time Blocking Template Example**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Planning |   |   |   |   |   |   |   |
| **To-do List Item** | **Time Needed** | **Notes** |
| Item One Description | 1-2 hours |  |
| Item Two Description | 25 minutes | 3X / wk |
| Item Three Description | 4 hours |  |
| Item Four Description | 45 minutes | Tuesday morning |

| Schedule |   |   |   |   |   |   |   |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 7:00 AM |  |  |  |  |  |  |  |
| 7:30 AM |  |  |  |  |  |  |  |
| 8:00 AM |  |  | Item 4 |  |  |  |  |
| 8:30 AM |  |  |   |  |  |  |  |
| 9:00 AM |  |  |  |  |  |  |  |
| 9:30 AM |  |  |  |  |  |  |  |
| 10:00 AM |  | Item 2 |  |  |  |  |  |
| 10:30 AM |  |  |  |  | Item 1 |  |  |
| 11:00 AM |  |  | Item 3 |  |   |  |  |
| 11:30 AM |  |  |   |  |   |  |  |
| 12:00 PM |  |  |   | Item 2 |   |  |  |
| 12:30 PM |  |  |   |  |  |  |  |
| 1:00 PM |  |  |   |  |  |  |  |
| 1:30 PM |  |  |   |  |  | Item 2 |  |
| 2:00 PM |  |  |   |  |  |  |  |
| 2:30 PM |  |  |   |  |  |  |  |
| 3:00 PM |  |  |  |  |  |  |  |
| 3:30 PM |  |  |  |  |  |  |  |

**Daily Task List with Time Blocking Template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Planning |   |   |   |   |   |   |   |
| **To-do List Item** | **Time Needed** | **Notes** |
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| Schedule |   |   |   |   |   |   |   |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 6:00 AM |  |  |  |  |  |  |  |
| 6:30 AM |  |  |  |  |  |  |  |
| 7:00 AM |  |  |  |  |  |  |  |
| 7:30 AM |  |  |  |  |  |  |  |
| 8:00 AM |  |  |  |  |  |  |  |
| 8:30 AM |  |  |  |  |  |  |  |
| 9:00 AM |  |  |  |  |  |  |  |
| 9:30 AM |  |  |  |  |  |  |  |
| 10:00 AM |  |  |  |  |  |  |  |
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| 11:00 AM |  |  |  |  |  |  |  |
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| 12:00 PM |  |  |  |  |  |  |  |
| 12:30 PM |  |  |  |  |  |  |  |
| 1:00 PM |  |  |  |  |  |  |  |
| 1:30 PM |  |  |  |  |  |  |  |
| 2:00 PM |  |  |  |  |  |  |  |
| 2:30 PM |  |  |  |  |  |  |  |
| 3:00 PM |  |  |  |  |  |  |  |
| 3:30 PM |  |  |  |  |  |  |  |
| 4:00 PM |  |  |  |  |  |  |  |
| 4:30 PM |  |  |  |  |  |  |  |
| 5:00 PM |  |  |  |  |  |  |  |
| 5:30 PM |  |  |  |  |  |  |  |
| 6:00 PM |  |  |  |  |  |  |  |
| 6:30 PM |  |  |  |  |  |  |  |
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| 7:30 PM |  |  |  |  |  |  |  |
| 8:00 PM |  |  |  |  |  |  |  |
| 8:30 PM |  |  |  |  |  |  |  |
| 9:00 PM |  |  |  |  |  |  |  |
| 9:30 PM |  |  |  |  |  |  |  |
| 10:00 PM |  |  |  |  |  |  |  |
| 10:30 PM |  |  |  |  |  |  |  |
| 11:00 PM |  |  |  |  |  |  |  |
| 11:30 PM |  |  |  |  |  |  |  |

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