What is Time Blocking?

- A daily to-do list in chunks of time
- Grouping similar tasks and schedule them into a time block

What do you want to achieve by using time blocking?

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Planning your time blocks

How do you use your time?

Family/work/home/fun

Start/End times?

Hourly or less frequent?

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What to include in your key?

Consider categories for work/home/family.

Category	Colour

Time blocking examples for your journal

7	8	9	10	11	12	1	2	3	4	5	6	7	8
		1											
7													
8													
		_											
9		_	Mori	ning									
10													
11		_											
12													
1		_											
2		_											
3		_	Afternoon										
4		_		oon									
5													
6													
7													
8													
			Eve	ning									

7am		
8am		
9am		
10am		
11am		
12pm		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		
7pm		
8pm		