



Time-Blocking Template

Date: [Date]

Morning (8:00 AM - 12:00 PM)

Time	Activity/Task
8:00 AM	[Activity/Task Description]
9:00 AM	[Activity/Task Description]
10:00 AM	[Activity/Task Description]
11:00 AM	[Activity/Task Description]

Lunch Break (12:00 PM - 1:00 PM)

Time	Activity/Task
12:00 PM	Lunch

Afternoon (1:00 PM - 5:00 PM)

Time	Activity/Task
1:00 PM	[Activity/Task Description]
2:00 PM	[Activity/Task Description]
3:00 PM	[Activity/Task Description]
4:00 PM	[Activity/Task Description]

Evening (5:00 PM - 8:00 PM)

Time	Activity/Task
5:00 PM	[Activity/Task Description]
6:00 PM	[Activity/Task Description]
7:00 PM	[Activity/Task Description]

Night (8:00 PM - 10:00 PM)

Time	Activity/Task
8:00 PM	[Activity/Task Description]

9:00 PM	[Activity/Task Description]
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Wind Down (10:00 PM - 10:30 PM)

Time	Activity/Task
10:00 PM	[Activity/Task Description]