

## Time Blocking Action Plan

Use this worksheet to start implementing time blocking right away. Fill in each section based on your schedule and energy levels. Revisit and refine weekly for best results.

### 1. Choose Your Calendar Tool

Select one:

- Google Calendar
- Outlook
- Notion
- Paper planner
- Other: \_\_\_\_\_

### 2. List Your Weekly Priorities

List key responsibilities (work, home, health, etc.):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 3. Identify Your Peak Hours

When are you most focused and energized?

Morning / Afternoon / Evening

When are you tired or sluggish?

Morning/Afternoon/Evening

Notes: \_\_\_\_\_

### 4. Create Your Weekly Template

Sketch your first week's layout. Use time blocks for:

- Deep work
- Meetings
- Breaks
- Admin tasks
- Family/personal time

### 5. Use Time Themes (Optional)

Assign themes to your days or time blocks:

(Marketer Monday, Admin Tuesday, etc.)

- Monday: \_\_\_\_\_
- Tuesday: \_\_\_\_\_
- Wednesday: \_\_\_\_\_
- Thursday: \_\_\_\_\_

- Friday: \_\_\_\_\_

## 6. Experiment for 1 Week

Start using your calendar this week. Check off each day:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

## 7. Reflect & Refine

What worked?

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What needs adjusting?

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