

Weekly Time-Blocking Planner

Name: _____ Week starting: _____ Main focus this week: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00							
08:00							
09:00	Deep work		Deep work		Deep work		
10:00							
11:00							
12:00	Lunch	Lunch	Lunch	Lunch	Lunch		
13:00							
14:00							
15:00							

Block time for focused work, meetings, and breaks. Give the most important work a protected slot before the day fills with everything else.