

Time Blocking Method Template

Date: _____ Day of week: _____

Daily Focus: _____ Energy Level Goal: High | Medium | Low

DAILY PRIORITIES

Top 3 Goals for Today:

1. _____
2. _____
3. _____

Must Complete: _____

Would Like to Complete: _____

TIME BLOCKS SCHEDULE

TIME	BLOCK DURATION	ACTIVITY/TASK	CATEGORY	ENERGY LEVEL	COMPLETED
6:00 - 6:30	30 min				☐
6:30 - 7:00	30 min				☐
7:00 - 8:00	1 hour				☐
8:00 - 9:00	1 hour				☐
9:00 - 10:00	1 hour				☐
10:00 - 10:30	30 min				☐
10:30 - 11:30	1 hour				☐
11:30 - 12:30	1 hour				☐
12:30 - 1:30	1 hour				☐
1:30 - 2:30	1 hour				☐
2:30 - 3:30	1 hour				☐
3:30 - 4:00	30 min				☐
4:00 - 5:00	1 hour				☐
5:00 - 6:00	1 hour				☐

TIME	BLOCK DURATION	ACTIVITY/TASK	CATEGORY	ENERGY LEVEL	COMPLETED
6:00 - 7:00	1 hour				☐
7:00 - 8:00	1 hour				☐
8:00 - 9:00	1 hour				☐
9:00 - 10:00	1 hour				☐
10:00 - 11:00	1 hour				☐

 CATEGORY LEGEND

CATEGORY	CODE	DESCRIPTION	COLOR
DEEP WORK	DW	Focused, challenging tasks requiring high concentration	Red
STUDY	ST	Learning, reading, reviewing, homework	Blue
MEETINGS	MT	Appointments, classes, calls, social commitments	Green
ADMIN	AD	Email, planning, organizing, quick tasks	Yellow
BREAK	BR	Rest, meals, exercise, relaxation	Orange
PERSONAL	PR	Family time, hobbies, self-care	Purple
COMMUTE	CO	Travel time, transportation	Gray
BUFFER	BF	Transition time, unexpected tasks	White

 ENERGY LEVEL GUIDE

HIGH ENERGY TASKS:

- Complex problem solving
- Creative work
- Learning new concepts
- Important decisions
- Challenging projects

MEDIUM ENERGY TASKS:

- Routine work
- Email and communication
- Planning and organizing

- Review and practice
- Light exercise

LOW ENERGY TASKS:

- Data entry
 - Filing and organizing
 - Listening to podcasts
 - Light reading
 - Meal preparation
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DAILY REVIEW

What worked well today?

What didn't go as planned?

Biggest accomplishment:

Biggest challenge:

Energy levels throughout the day: Low | Medium | High at different times

Time blocks that ran over:

Unexpected interruptions:

ADJUSTMENTS FOR TOMORROW

Changes to make:

Time blocks to adjust:

New priorities:

Energy management improvements:

WEEKLY TIME BLOCKING TEMPLATE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							

TIME BLOCKING SUCCESS TIPS

Before You Start:

- Identify your peak energy hours - Schedule deep work during these times
- Estimate task duration realistically - Add 25% buffer time
- Group similar tasks together - Batch email, calls, errands
- Plan breaks and transitions - Include buffer time between activities

While Time Blocking:

- Use categories and colors - Visual organization helps adherence
- Be specific with tasks - "Study Chapter 5 Biology" vs "Study"
- Include prep and cleanup time - Don't just schedule the main activity
- Block recurring activities first - Classes, meals, sleep, exercise

Common Time Block Durations:

- 25-30 minutes: Quick tasks, emails, planning
- 45-90 minutes: Deep work sessions (optimal focus time)
- 2-3 hours: Major projects, comprehensive study sessions
- 15 minutes: Transition time, quick breaks

Energy-Based Scheduling:

- Morning (High Energy): Creative work, problem-solving, learning
- Mid-day (Medium Energy): Meetings, communication, routine tasks
- Evening (Low Energy): Planning, organizing, light reading, relaxation

 SPECIALIZED TIME BLOCKING TEMPLATES

Student Schedule Template

TIME	ACTIVITY	SUBJECT/CLASS	STUDY METHOD	BREAK
7:00-8:00	Morning Routine			
8:00-9:30	Class/Study Block 1			15 min
9:45-11:15	Class/Study Block 2			15 min
11:30-1:00	Class/Study Block 3			Lunch
2:00-3:30	Study Block 4			15 min
3:45-5:15	Study Block 5			30 min
5:45-7:00	Exercise/Personal			
7:00-8:00	Dinner			
8:00-9:30	Review/Homework			
9:30-10:00	Planning Tomorrow			

Professional Schedule Template

TIME	WORK BLOCK	PROJECT/CLIENT	PRIORITY	ENERGY
8:00-9:00	Deep Work		High	High
9:00-10:00	Deep Work		High	High
10:00-10:15	Break			
10:15-11:15	Meetings/Calls		Medium	Medium
11:15-12:15	Admin/Email		Low	Medium

TIME	WORK BLOCK	PROJECT/CLIENT	PRIORITY	ENERGY
12:15-1:15	Lunch			
1:15-2:15	Project Work		Medium	Medium
2:15-3:15	Creative Work		High	Medium
3:15-3:30	Break			
3:30-4:30	Meetings/Calls		Medium	Low
4:30-5:30	Planning/Admin		Low	Low

TROUBLESHOOTING COMMON ISSUES

Problem: Constantly running over time

Solution: Add 25% buffer time to all estimates, track actual vs planned time for one week

Problem: Feeling overwhelmed by the schedule

Solution: Start with 3-4 main blocks per day, gradually increase detail

Problem: Interruptions breaking the flow

Solution: Include "interruption blocks," turn off notifications during deep work

Problem: Energy levels don't match planned activities

Solution: Track energy patterns for one week, adjust schedule accordingly

Problem: Skipping planned blocks frequently

Solution: Make blocks smaller, ensure realistic planning, include accountability

WEEKLY REFLECTION QUESTIONS

Effectiveness:

- What percentage of planned blocks did I complete?
- Which categories took more/less time than expected?
- When was I most/least productive?

Adjustments:

- What time blocks need to be longer/shorter?

- Which activities should be moved to different times?
- What new blocks do I need to add?

Energy Management:

- When do I have the most energy for deep work?
- What activities drain my energy most?
- How can I better align tasks with energy levels?

💡 **REMEMBER:** Time blocking is a flexible tool. Adjust the template based on your actual experience and lifestyle. The goal is progress, not perfection.