office printable .com

TIME BLOCKS

Daily

DATE

TOP 3 TODAY

CODES: D DEEP, M MEETING, A ADMIN, P PERSONAL

Time	Planned block	Code	What actually happened	Done
6:00				☐
6:30				☐
7:00				☐
7:30				☐
8:00				☐
8:30				☐
9:00				☐
9:30				☐
10:00				☐
10:30				☐
11:00				☐
11:30				☐
12:00				☐
12:30				☐
1:00				☐
1:30				☐
2:00				☐
2:30				☐
3:00				☐
3:30				☐
4:00				☐
4:30				☐
5:00				☐
5:30				☐
6:00				☐
6:30				☐
7:00				☐
7:30				☐
8:00				☐
8:30				☐
9:00				☐
9:30				☐

Shutdown: what moves to tomorrow