

Time-Blocking Planner

Time-blocking is a productivity method that involves dividing your day into dedicated time segments for specific tasks or activities. This planner helps you schedule focused blocks of time, reduce distractions, and make deliberate use of your energy throughout the day.

1. Purpose of This Tool

- ☐ Create structure and intentionality in how you use your time.
- ☐ Prevent task overload and unproductive multitasking.
- ☐ Protect focus for high-value, strategic work.
- ☐ Improve balance between work, rest, and personal life.
- ☐ Reduce decision fatigue by planning the day in advance.

Tip: If you don't plan your time, someone else will plan it for you.

2. How to Use This Planner

1. Review your priorities using the Eisenhower Matrix or Weekly Review Template.
2. Assign time blocks for key tasks, meetings, and breaks.
3. Treat each block as a commitment — not a suggestion.
4. Keep similar tasks grouped to minimise context switching.
5. Review daily to adjust based on progress or new priorities.

Tip: Over-scheduling leads to burnout. Leave small gaps for flexibility and recovery.

Notes

3. Daily Time-Blocking Table

Time	Task / Activity	Category (Work / Admin / Break / Personal)	Energy Level Needed (Low / Medium / High)	Priority	Completed (✓)
08:00–09:00					
09:00–10:00					
10:00–11:00					
11:00–12:00					
12:00–13:00					
13:00–14:00					
14:00–15:00					
15:00–16:00					
16:00–17:00					
17:00–18:00					
18:00–19:00					
19:00–20:00					

Evening

- ☐ Assign tasks according to natural focus peaks identified in your Productivity Audit.
- ☐ Include breaks and reflection periods to maintain energy.

Tip: Protect your deep-work blocks like appointments — they are non-negotiable.

4. Weekly Overview

Day	Key Focus / Goal	Deep Work Blocks	Meetings	Flex Time
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Monday

Tuesday

Wednesday

Thursday

Friday

- ☐ Use this overview to plan and balance workloads across the week.
- ☐ Identify over-scheduled days early and adjust before stress builds.

Tip: Plan high-focus tasks for your most productive days.

5. Deep Work Blocks

Date	Task or Project	Duration	Start Time	End Time	Notes / Outcome
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- ☐ Dedicate uninterrupted time to strategic, creative, or analytical work.
- ☐ Eliminate distractions — mute notifications, close email, and silence your phone.

Tip: Even two focused 90-minute deep-work sessions per day can outperform an unfocused eight-hour schedule.

6. Distraction Guardrails

Common Distraction Prevention Strategy Backup Plan

Email / Messaging

Meetings

Mobile Phone

Social Media

Noise / Interruptions

- ☐ Anticipate distractions and decide in advance how to handle them.
- ☐ Review what worked or failed at the end of the week.

Tip: Creating barriers to interruption increases focus dramatically.

7. Review and Adjust

Question

Reflection

Which time blocks were most productive this week?

Where did I lose time or focus?

Did I protect my deep-work sessions effectively?

What changes will I make for next week?

- ☐ Conduct a short review every Friday afternoon.
- ☐ Adjust time blocks for better balance and efficiency.

Tip: Continuous adjustment turns time-blocking from a schedule into a skill.

Notes

8. Energy-Based Scheduling

Energy Level	Best Type of Task	Example
High	Deep focus and strategy	Writing, problem-solving, planning
Medium	Collaboration and communication	Meetings, brainstorming
Low	Routine or admin work	Email, reporting, updates

☐ Match work to energy rather than forcing yourself into productivity at the wrong times.

Tip: Scheduling based on energy levels prevents fatigue and improves quality.

9. Daily Reflection

- ☐ What was my biggest win today?
- ☐ Which time block did I protect most effectively?
- ☐ Where did I lose focus or let distractions in?
- ☐ What one change will make tomorrow more productive?

Tip: Five minutes of reflection saves hours of wasted effort the next day.

10. Example Time-Blocking Template

Time Block	Activity Type	Example
08:00–09:30	Deep Work	Strategic project work
09:30–10:00	Admin	Email and updates
10:00–12:00	Collaboration	Meetings or brainstorming
12:00–13:00	Break	Lunch and short walk
13:00–15:00	Deep Work	Creative task or analysis
15:00–16:00	Catch-up	Team check-ins or feedback
16:00–16:30	Planning	Review and prepare for tomorrow

Tip: Adjust durations based on your personal focus rhythm - most people work best in 60- to 120-minute blocks.

How to Use This Planner

Print or digitise this planner and use it daily. Combine it with your Task Prioritisation Matrix and Weekly Review Template to ensure every hour is intentional. Over time, time-blocking develops stronger focus, reduced stress, and better results from every working day.

Notes