

TIME BLOCK SCHEDULER

DAILY TIMEBOX

DATE: / /

3 TOP TASK

What can you accomplish today to meet your weekly deliverable?

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SECONDARY TASK

After you complete your "TOP TASK", begin working on these tasks.

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Task Brain Dump
Dump all of the tasks that you want to complete.

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6 am

7 am

8 am

9 am

10 am

11 am

Noon

1 pm

2 pm

3 pm

4 pm

5 pm

6 pm