

Time Blocking Worksheet

Make a To-Do List for this Week

- Step 1: Use the space below to write down *everything* that you need to do this week.
- Step 2: Take a look at the list that you just made, and rank your tasks from most important to least important. (Protip: Use color-coding!)
- Step 3: Next to each task, write down how much time it will take you to complete it.

Time Blocking Your Week

- Step 1: Watch the following video: [How to Time Block](#)
- Step 2: Using the Time Block Calendar on the next page, write in all of the commitments you already have. For example, if you are in school every day from 8 AM - 3 PM, block out that time!
- Step 3: After writing all of your commitments into the Time Block Calendar, look at your to-do list and block out times to complete each task.



Time Block Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
Noon					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					