

TIME BLOCK PLANNER

	<i>Focus Area</i>	<i>Time Blocked</i>

WEEK OF _____

BIG FAT GOALS

	<i>Focus Area</i>	<i>Time Blocked</i>
TUESDAY		

	<i>Focus Area</i>	<i>Time Blocked</i>
WEDNESDAY		

	<i>Focus Area</i>	<i>Time Blocked</i>
THURSDAY		

	<i>Focus Area</i>	<i>Time Blocked</i>
FRIDAY		

	<i>Focus Area</i>	<i>Time Blocked</i>
SATURDAY		

	<i>Focus Area</i>	<i>Time Blocked</i>
SUNDAY		

REMEMBER THIS:

FOCUS AREAS:

- *Administrative (Billing, Emails, Finances, Scheduling)*
- *Business Development*
- *Client Work*
- *Flex Time*
- *Marketing*
- *Personal Development*
- *Processes and Systems*
- *Research*
- *Strategy*
- *Social Media Management*
- *Self Appointment*

Daily Planner

DAY

TOP PRIORITY

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

IMPORTANT REMINDERS

PLAN OF ACTION

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

6:00 PM

MEAL PLAN

BREAKFAST

LUNCH

DINNER

WATER INTAKE



NOTE TO SELF

Large empty space for writing a note to self.

