

THE MOTIVATED WRITER

TIME BLOCKING WORKSHEET

STEP 1: In the boxes below, write down your repeating weekly responsibilities, organized into categories such as the examples given below.

Professional

PRIORITY 1

[ex. Meetings,
Top Projects]

PRIORITY 2

[ex. Emails,
Content
Creation,
Marketing]

PRIORITY 3

[ex. Social
Media, Blog,
Newsletter]

STEP 2: On page 2, block off sections each day for each category of responsibilities, starting with your top priority items and working your way down.

Personal

PRIORITY 1

[ex. Sleep,
Healthy Meals,
Exercise]

PRIORITY 2

[ex. You Time,
Regular Appts,
Family Time]

PRIORITY 3

[ex. Friends,
Hobbies,
Errands,
Cleaning]

THE
MOTIVATED
WRITER

TIME BLOCKING WORKSHEET

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