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Daily time-blocking planner



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T I M E - B L O C K I N G

daily schedule

Date · ____ **Top priority today:** ____

8–9am · _____

9–11am (deep work block) · _____

11am–1pm · _____

1–2pm · Lunch + break (protect this)

2–4pm · _____

4–5pm · Email + admin + tomorrow's plan

A T A S K A S S I G N E D T O A T I M E I S A T A S K
T H A T G E T S D O N E

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