Time Blocking Planner — Plan Your Day in Blocks

A printable time-blocking sheet for structuring the working day into focused blocks rather than a single long to-do list.

How to use it

- Block out fixed commitments (meetings) first
- Assign your 1-3 most important tasks to your highest-energy blocks
- Leave at least one buffer block for overflow

Free printable from Petal & Paper — https://247printables.com