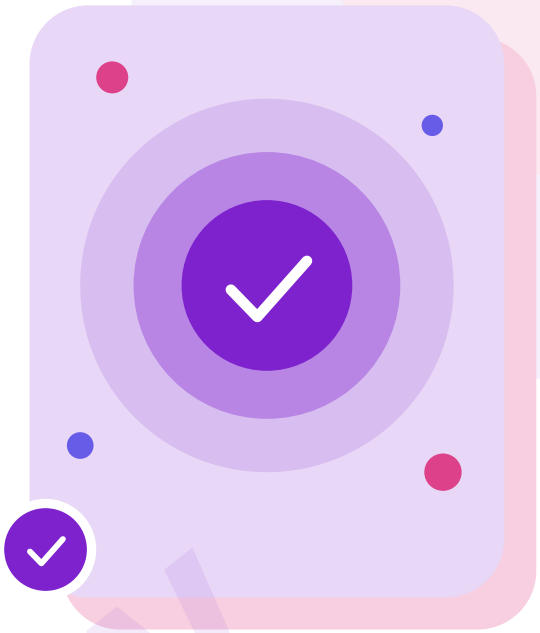
CHECKLIST · PERSONAL DEVELOPMENT

FREE PREVIEW

# Time Blocking for Productivity



Time blocking helps you stay organized and focused by assigning specific times to tasks. Use this checklist to optimize your productivity.

9 steps | Print-ready A4

| NAME | START | TARGET DATE |
| --- | --- | --- |
| | | |

## 1 Choose a Planning Tool

Use a digital calendar, planner, or app for time blocking.

EXAMPLE *Google Calendar or Notion.*

## 2 List Your Tasks

Write down everything you need to accomplish for the day or week.

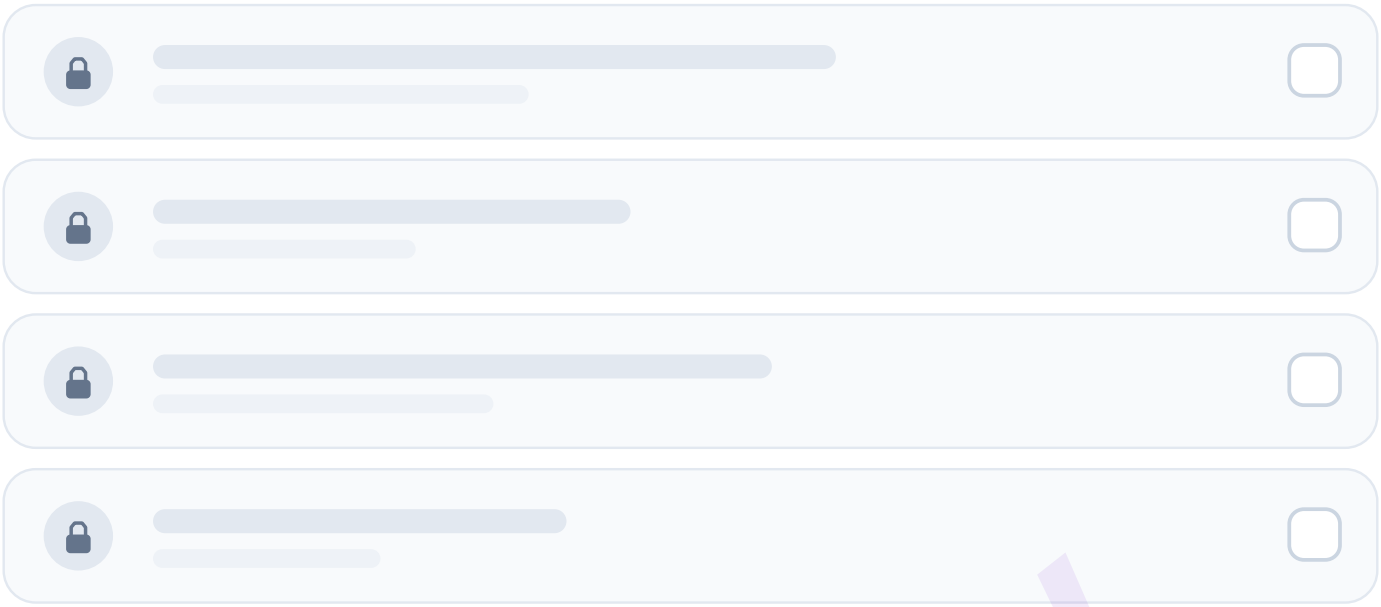
TIP *Break large projects into smaller, manageable steps.*

## 3 Prioritize Tasks

Identify high-priority and time-sensitive tasks.

TIP *Use the 80/20 rule: focus on tasks that yield the most results.*

PREVIEW



## Like the design?

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