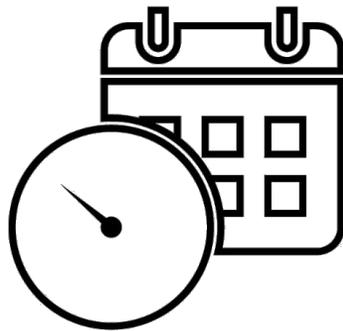


# THE ULTIMATE TIME-BOXING PRODUCTIVITY PLANNER



# INDEX

Use this column  
if you make  
extra copies  
and pages  
change.



Title	Page	New Page
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<a href="#">Weekly Tasks (current week)</a>	6	
<a href="#">Weekly Tasks (next week)</a>	7	
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# How to use this planner

## 1. The First Time You Use This Planner

- [Weekly priorities](#) – think about what you want to include in this list.
- [Future lists](#) – add important events to the future lists such as birthdays, future events you will need to prepare for, etc.

## 2. Weekly Planning – Every Sunday

Before the week begins sit down to plan your week.

- [Weekly tasks](#) – complete your weekly tasks list.
- [Weekly time block schedule](#) – move all weekly tasks to your schedule.
- [Monthly calendar](#) for that month – revise to see if you have any open items.

## 3. Daily Planning – Evening before or the morning on the day

**Review your daily plan each day** to understand what you have planned and revise it if necessary. If you are using a weekly schedule, you might want to break it down to create a more detailed daily schedule.

- [Daily time block schedule](#)

**Review the “Unscheduled tasks” and “ideas” list from the day before** and move them to the relevant list. Move them to the:

- [Future tasks](#) if they need to be scheduled in the future
- [Weekly schedule to schedule](#) for this week
- [Weekly tasks for next week](#) to schedule for the next week
- [Someday/maybe](#) if you don't want to do it in the near future but want to keep it in mind.

## 4. Each Day - During the day

Each day, you will use your time block schedule to plan your day and understand exactly what to do that day.

- [Daily time block schedule](#) (or weekly if you are scheduling on a weekly basis)
  - [Unscheduled tasks](#)
  - [Urgent to do today](#)
  - [Ideas](#)
- } keep these 3 lists accessible and add to them if thoughts pop into your mind during time blocks

## 5. In between time blocks or at the end of the day

Deal with the things you have added that must be done that day.

- [Urgent to do today](#) – this is where you wrote urgent things that were not scheduled but must be done today.



# WEEKLY PRIORITIES

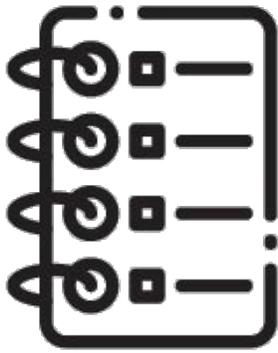
**This section covers the things that are important but not urgent.**

These are non negotiable tasks you want to prioritize. They could include self-care, exercise, quality time with your children or partner, family meals, etc.

Task / Activity	Day/s	Time

**Move these activities to your time block schedule.**

If you ever want to blow off these appointments ask yourself if you would do that if the appointment was with an important client or a friend. Would you schedule a meeting with them and not show up?



# WEEKLY TASKS

**This page includes all the tasks you want to schedule for your week.**

**Task:** Describe the task. It must be specific and actionable.

**Time:** How long should it take? In the beginning, schedule more time than you think you'll need until you get a better idea of how much time things actually take to complete.

**Day:** What day do you want to schedule it?

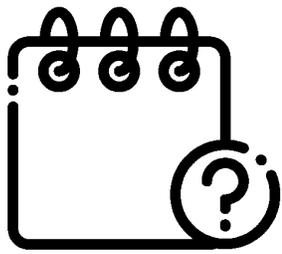
**Priority:** How important is this task. Use a system such as ranking priority from 1-5 or any other system you prefer.

**Goal:** What are you trying to do. What goal does this task serve? This helps you ensure that the task is important and that it will serve your goals but it also helps you ensure that you time is balanced and that you are working on all your goals.

**You should always have two copies of this chart: for the current week and the next week.**







# UNSCHEDULED TASKS

**This section is for collecting tasks that come up while you are in the middle of executing a time block.**

Write them here and deal with them later to prevent distraction.

Adding the task to this list will get it off your mind and enable you to go back to your time block.

You don't fill in the details such as time, day, priority and goal at this stage. You add those at a later stage when you plan your day or week.

The "scheduled?" column will help you see which tasks have been moved over to a time block and which ones still need to be dealt with.

The following page must be easily accessible when you are executing a time block.





# URGENT DO TODAY

**This section is for writing down things you want to do that day. These are things that suddenly come to mind and you don't want to put them in the unscheduled tasks or ideas since they can't wait until you have time to process them.**

Write them here and deal with them later on in the day to prevent distraction.

When you write it here you will get it off your mind and this will enable you to go back to your time block.





# IDEAS

**This section is for collecting ideas that come up while you are in the middle of executing a time block.**

Write them here and deal with them later to prevent distraction. Adding the idea to this list will get it off your mind and enable you to go back to your time block.

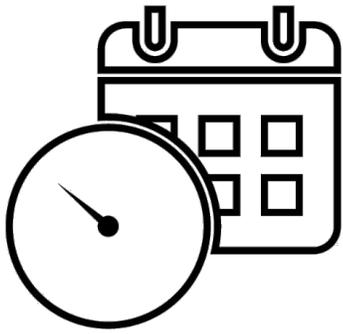
You don't fill in the details such as priority and goal at this stage. You add those at a later stage when you plan your day or week.

The "implement?" column will help you decide if this is something you want to implement or if it isn't worth your time. We often have ideas at the spur of the moment but when we sit down to think about them they are not really worth pursuing.

What's the difference between an idea and a task? An idea is similar to a project (such as "learn about a specific topic") and a task is actionable (read a book about this topic or take a course).

The following page must be easily accessible when you are executing a time block.





# TIME BOXES

**This section is where you build your time boxes.**

## **How to build a time box schedule**

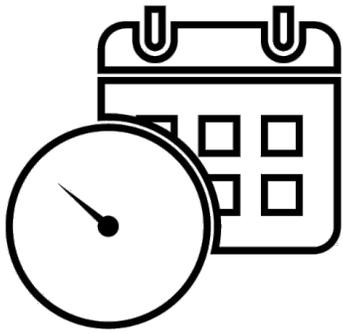
There are [3 different templates](#). Choose the one that will work best for you.

### **Weekly Planning**

The purpose of the weekly planning session is to determine what your highest priorities for the week are and then focus on them.

1. Firstly, move your [weekly priorities](#) (page 4) to the schedule if you haven't already done that. If these activities repeat themselves weekly then make a copy of your schedule before you move on to the next step.
2. Move any meetings, commitments or appointments you have already scheduled to your time block grid. Include travel time and prep time. This will show you how much time you have available.
3. Mark off the times that you want to keep free (for example, if you stop working at 6PM then mark off all time after 6PM).
4. Mark the times when you are most productive or focused. Use a highlighter pen or mark a little star in the corner of the block. This could be the morning if you are most focused in the morning or time when you know you will be alone and will have no distractions.

5. Schedule activities like answering emails, social media and making phone calls during the times you are not productive. You will not be dealing with these things during other time blocks so make sure you give yourself enough time to deal with them each day. If you need to check and respond to emails twice a day then schedule two time blocks. You know how often you need to check (depending on the urgency of most of your communication) and how much time you will need in total.
6. Get your [weekly task list](#) (page 6). This list includes the weekly tasks you want to complete, the time required to complete each task, how important each task is (priority) and the day/s you want to schedule each task. Scan your future lists to see if any tasks have now become relevant.
7. Let's start with Monday. Scan the weekly task list for all tasks assigned to Monday. Schedule the important tasks first (i.e. those ranked with a higher priority) during the time you are more focused (these are the time blocks you marked in step 4). If you have tasks that require more focus then schedule them in those time blocks as well. Use the time blocks where you are not focused for tasks that don't require concentration such as answering emails and making phone calls.
8. Draw boxes around the time scheduled for each task and then label the box with the task assigned to it. If you want to go into more detail then add a number to your weekly task list and add that same number to this time block.
9. If you don't have enough time to schedule all the tasks you planned to complete on a given day then re-assign the days in your weekly task list and move these tasks to another day. Use the priority column to decide what to reschedule.



# TIME BOXES

## Daily Planning

The purpose of daily planning is to ensure that you focus on your highest priorities each day.

1. Every evening, scan your daily schedule to see what you planned during your weekly planning session.
2. Scan your list of unscheduled tasks and ideas from that day to see if any changes should be made. The goal is not to stick to your original schedule no matter what. Your goal is to schedule the most important tasks in your schedule. If you originally planned to do something and then find another task that can be a better use of your time then change your schedule. If you want to reschedule the original task then move it to the weekly task list for next week.
3. If you find ideas or tasks from your unscheduled lists that you don't want to implement then delete/erase them. If there are ideas that you might want to do someday, then move them to the someday/maybe list and delete/erase them from your unscheduled list.
4. If there are tasks from your unscheduled lists that you want to schedule in the future then add them to the future lists.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>6AM</b>					
<b>7AM</b>					
<b>8AM</b>					
<b>9AM</b>					
<b>10AM</b>					
<b>11AM</b>					
<b>12PM</b>					
<b>1PM</b>					
<b>2PM</b>					
<b>3PM</b>					
<b>4PM</b>					
<b>5PM</b>					
<b>6PM</b>					
<b>7PM</b>					
<b>8PM</b>					

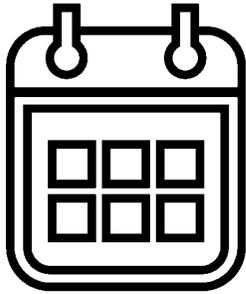
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>6AM</b>				
<b>7AM</b>				
<b>8AM</b>				
<b>9AM</b>				
<b>10AM</b>				
<b>11AM</b>				
<b>12PM</b>				
<b>1PM</b>				
<b>2PM</b>				
<b>3PM</b>				
<b>4PM</b>				
<b>5PM</b>				
<b>6PM</b>				
<b>7PM</b>				
<b>8PM</b>				

	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>6AM</b>			
<b>7AM</b>			
<b>8AM</b>			
<b>9AM</b>			
<b>10AM</b>			
<b>11AM</b>			
<b>12PM</b>			
<b>1PM</b>			
<b>2PM</b>			
<b>3PM</b>			
<b>4PM</b>			
<b>5PM</b>			
<b>6PM</b>			
<b>7PM</b>			
<b>8PM</b>			

<b>Date:</b>	
<b>6AM</b>	
<b>7AM</b>	
<b>8AM</b>	
<b>9AM</b>	
<b>10AM</b>	
<b>11AM</b>	
<b>12PM</b>	
<b>1PM</b>	
<b>2PM</b>	
<b>3PM</b>	
<b>4PM</b>	
<b>5PM</b>	
<b>6PM</b>	
<b>7PM</b>	
<b>8PM</b>	

# DAILY SCHEDULE

<b>Date:</b>					
<b>5AM</b>		<b>11AM</b>		<b>5PM</b>	
<b>:15</b>		<b>:15</b>		<b>:15</b>	
<b>:30</b>		<b>:30</b>		<b>:30</b>	
<b>:45</b>		<b>:45</b>		<b>:45</b>	
<b>6AM</b>		<b>12PM</b>		<b>6PM</b>	
<b>:15</b>		<b>:15</b>		<b>:15</b>	
<b>:30</b>		<b>:30</b>		<b>:30</b>	
<b>:45</b>		<b>:45</b>		<b>:45</b>	
<b>7AM</b>		<b>1PM</b>		<b>7PM</b>	
<b>:15</b>		<b>:15</b>		<b>:15</b>	
<b>:30</b>		<b>:30</b>		<b>:30</b>	
<b>:45</b>		<b>:45</b>		<b>:45</b>	
<b>8AM</b>		<b>2PM</b>		<b>8PM</b>	
<b>:15</b>		<b>:15</b>		<b>:15</b>	
<b>:30</b>		<b>:30</b>		<b>:30</b>	
<b>:45</b>		<b>:45</b>		<b>:45</b>	
<b>9AM</b>		<b>3PM</b>		<b>9PM</b>	
<b>:15</b>		<b>:15</b>		<b>:15</b>	
<b>:30</b>		<b>:30</b>		<b>:30</b>	
<b>:45</b>		<b>:45</b>		<b>:45</b>	
<b>10AM</b>		<b>4PM</b>		<b>10PM</b>	
<b>:15</b>		<b>:15</b>		<b>:15</b>	
<b>:30</b>		<b>:30</b>		<b>:30</b>	
<b>:45</b>		<b>:45</b>		<b>:45</b>	



# FUTURE LISTS

**These are tasks that you schedule for future dates.**

If a task needs to be done on a specific date then add it to that date. If you want it to be done any day that month then add it to the third column.



# JANUARY

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			



# FEBRUARY

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13			
14			
15			
16			



# MARCH

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			



# APRIL

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15			
16			



# MAY

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			



# JUNE

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15			
16			



# JULY

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			



# AUGUST

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			



# SEPTEMBER

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15			
16			



# OCTOBER

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			



# NOVEMBER

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15			
16			



# DECEMBER

Date			Monthly Tasks
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

