

Time-Blocked Daily Checklist

6:00â€“8:00 AM

☐ Morning routine

☐ Breakfast

8:00â€“10:00 AM

☐ Deep work

10:00â€“12:00 PM

☐ Meetings / Calls

12:00â€“1:00 PM

☐ Lunch break

1:00â€“3:00 PM

☐ Project work

3:00â€“6:00 PM

☐ Emails / Admin tasks

6:00â€“9:00 PM

☐ Dinner & Relax

9:00â€“10:00 PM

☐ Plan for tomorrow

☐ Wind down
