Work day time table

For office, home or shift days. Write in the fixed parts first, then protect one block for focused work.

Day or date _____ Work starts _____ Work ends _____

One focus block

Must finish today

Leave work at

Before work

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

At work

tick what kind of block it is

Time	What I'm doing	Focus	Meeting	Break
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After work

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

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