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
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

After work

☐ _____ ☐ _____

☐ _____ ☐ _____

☐ _____ ☐ _____

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