

HOURLY TO-DO LIST

Half-hour blocks from 7:00 to 6:30. One task per block you mean to use; unscheduled tasks wait on the right until they get a slot.

Date _____ Focus _____

Time		Task in this block
7:00 AM	☐	
7:30 AM	☐	
8:00 AM	☐	
8:30 AM	☐	
9:00 AM	☐	
9:30 AM	☐	
10:00 AM	☐	
10:30 AM	☐	
11:00 AM	☐	
11:30 AM	☐	
12:00 PM	☐	
12:30 PM	☐	
1:00 PM	☐	
1:30 PM	☐	
2:00 PM	☐	
2:30 PM	☐	
3:00 PM	☐	
3:30 PM	☐	
4:00 PM	☐	
4:30 PM	☐	
5:00 PM	☐	
5:30 PM	☐	
6:00 PM	☐	
6:30 PM	☐	

UNSCHEDULED — waiting for a slot

NOTES

Blocks done ____ of ____