

TIME-BLOCKING WORKSHEET

Date: _____

To do:

To call:

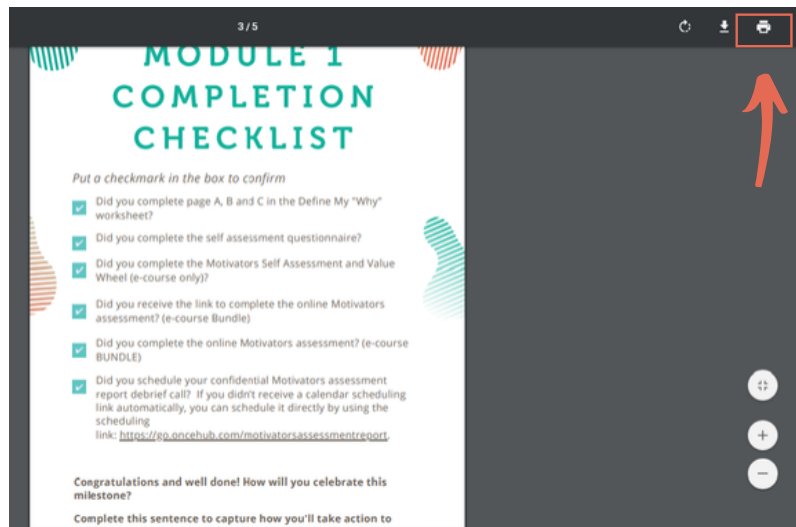
To buy:

Notes / Upcoming to-do:

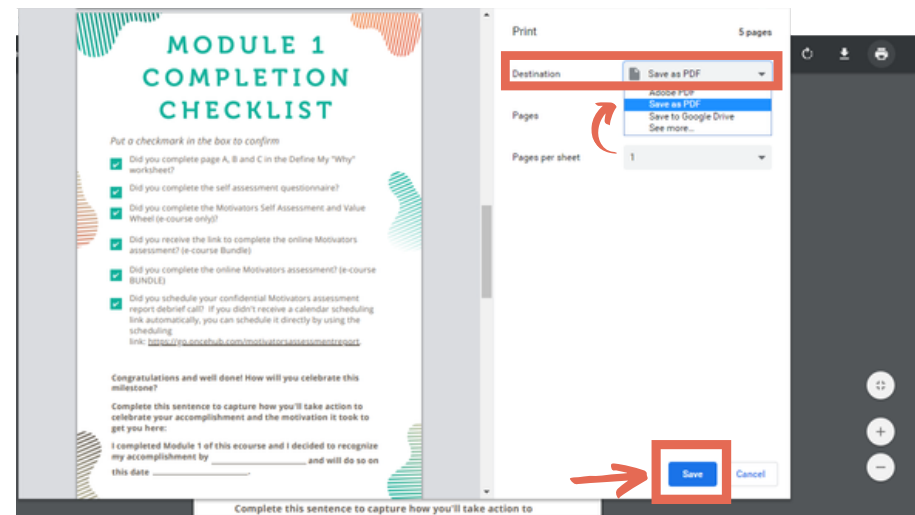
Hour	:00	:15	:30	:45
5 am				
6 am				
7 am				
8 am				
9 am				
10 am				
11 am				
12 pm				
1 pm				
2 pm				
3 pm				
4 pm				
5 pm				
6 pm				
7 pm				
8 pm				
9 pm				
10 pm				

Guide on how to save your worksheet

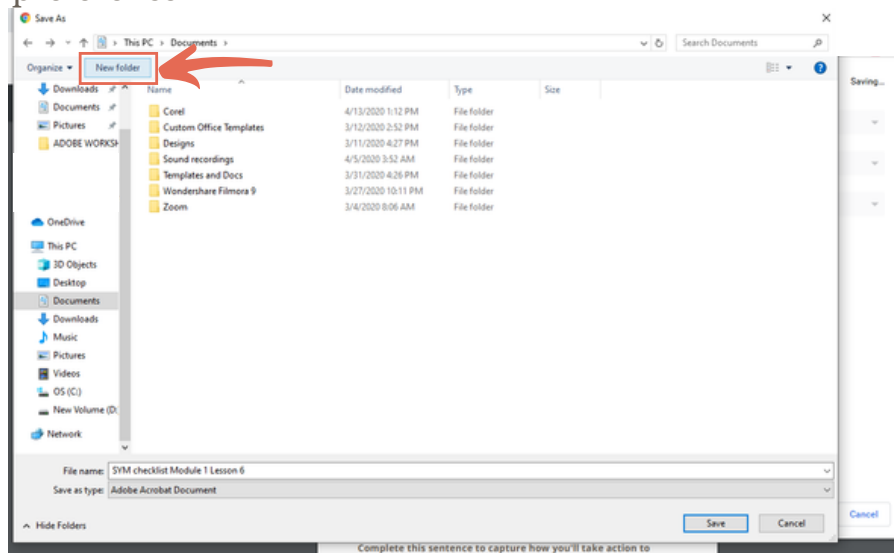
Step 1: Click on the print icon 



Step 2: Choose the destination of your file, select "Save as PDF"



Step 3: Create "New Folder" and name it base on your preference



Step 4: Click "Save" button

