



WEEKLY SCHEDULE TIME-BLOCKING TEMPLATE

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
12:00 a.m.							
1:00 a.m.							

HOW TO USE THIS TEMPLATE

Use this grid with the Weekly Schedule Instructions to create a visual template for a typical week. Block times approximately. The goal is to see the overall structure of your week, not to create a minute-by-minute calendar.

Then use your preferred planning system to add specific tasks each week.