



# Crayons & Careers

# Time Blocking Planner

[www.crayonsandcareers.com](http://www.crayonsandcareers.com)

## Daily Priorities

## Daily Must Do's

## Do Later

## Instructions

Use this sheet to organize your daily tasks and priorities. Fill in the 'Daily Priorities' section with your most important personal and professional tasks. List tasks that *must* be completed today in the 'Daily Must Do's' column, standing meetings, sports practice for the kids, your non-negotiables. Your running to do's should be placed in the 'Do Later List'.

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